Texas Animal Health Commission

Logistics and NVS Operating Guide

National Veterinary Stockpile (NVS)

USDA – APHIS

Background

The National Veterinary Stockpile (NVS) is a federal resource for the State of Texas to acquire additional supplies, response equipment, and vaccines in a severe animal disease outbreak. The Texas Animal Health Commission (TAHC) Logistics Plan, an attachment to the Foreign and Emerging Animal Disease (FEAD) Plan, describes how TAHC will handle logistics and ordering of the NVS as part of a comprehensive animal disease response, in cooperation with a number of other state and federal agencies.

This Operating Guide is designed to supplement the TAHC Logistics Plan and provide detailed technical assistance to employees of TAHC and support agencies, should the need to order NVS countermeasures arise. It may also be helpful in expanding TAHC's logistical capacity in any large-scale response to natural, man-made or disease incidents.

Updated April 2014

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Section A – Defining the Event

List of APHIS-Veterinary Services Damaging Animal Diseases

The table below lists the 17 most damaging animal diseases, shows the animals they affect, and indicates whether they are a public health threat.

Disease	Animal industries affected	Public health threat?
• Highly pathogenic avian influenza	Poultry	Yes, may be lethal
• Foot and Mouth Disease	Cattle, swine, sheep, and other cloven-hoofed livestock	No
• Rift Valley fever	Cattle, sheep	Yes, may be lethal
• Exotic Newcastle disease	Poultry	Yes, minor effects
• Nipah and Hendra viruses	Swine (Nipah), horses (Hendra)	Yes, may be lethal
• Classical swine fever	Swine	No
• African swine fever	Swine	No
• Bovine spongiform encephalopathy agent	Cattle	Suspected
• Rinderpest	Cattle, sheep	No
• Japanese encephalitis	Swine, equine	Yes, may be lethal
• African horse sickness	Equine	No
• Venezuelan equine encephalitis	Equine	Yes, may be lethal
• Contagious bovine pleuropneumonia	Cattle	No
• Ehrlichia ruminantium (Heartwater)	Cattle, sheep, goats	No
• Eastern equine encephalitis	Equine	Yes, may be lethal
• Coxiella burnetii	Cattle, sheep, goats	Yes, may be lethal
• Akabane	Cattle, sheep, goats	No

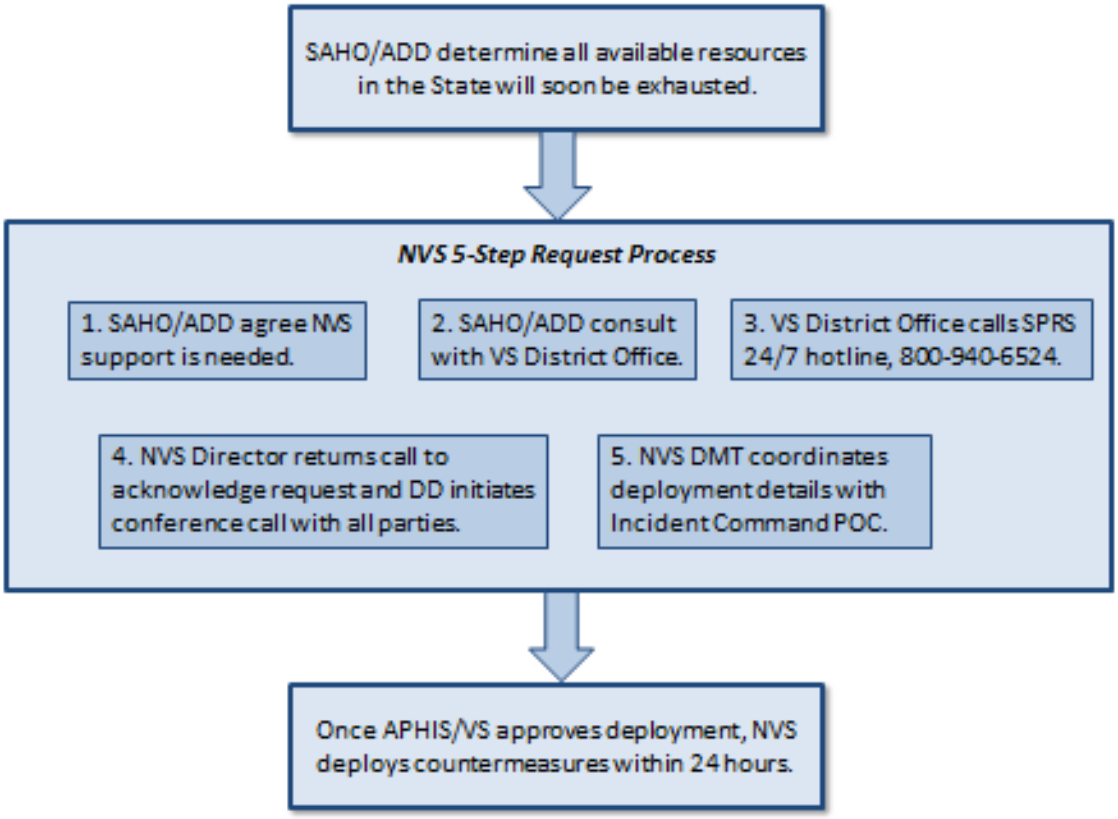
FEMA Criteria for Incident Complexity:

Due to the potential implications to commerce, to international trade, and in some cases to public health, even a localized highly damaging animal disease outbreak will immediately be led by state and federal animal health officials in a unified command structure. However, the standard FEMA criteria for incident complexity are useful to communicating the severity of the expected impact and response to traditional emergency responders who may be unfamiliar with animal disease response.

The table below describes the FEMA criteria for determining the complexity of an incident to help estimate resource requirements and define the structure of the ICS, from most complex to least complex.

Complexity	Resource Requirement
Type 1	• This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. • All Command and General Staff positions are activated. • Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. • Branches need to be established. • The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated. • Use of resource advisors at the incident base is recommended. • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
Type 2	• This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. • Most or all of the Command and General Staff positions are filled. • A written IAP is required for each operational period. • Many of the functional units are needed and staffed. • Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). • The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 3	• When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. • Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. • A Type 3 Incident Management Team (IMT) or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT. • The incident may extend into multiple operational periods. • A written incident action plan (IAP) may be required for each operational period.

Section B - Procedure for Requesting NVS Countermeasures



When assistance locating a suitable NVS warehouse facility will be needed from the Texas Division of Emergency Management (TDEM), the request must be made as soon as practical (See Section D):

1) The TAHC Executive Director will contact the Chief of TDEM, if this has not already been done, making him/her aware of the severity of the animal disease emergency and of the need for additional support from TDEM and other Emergency Management Council members.
2) A written request for assistance will be submitted to the State Operations Center (SOC) using the WebEOC State of Texas Assistance Request (STAR) form, or any other available means as detailed in **Section D**.

A. Five-Step Process to Request NVS Physical Countermeasures:

1. The State animal health official (SAHO) and USDA APHIS VS Assistant District Director (ADD) conclude that National Veterinary Stockpile (NVS) countermeasures are needed.
2. The SAHO and ADD consult with the USDA APHIS VS District office.
3. The District office calls the Surveillance, Preparedness, and Response Services (SPRS) 24/7 emergency hotline (**800-940-6524**) and leaves a name and telephone number with the operator.
4. The NVS director returns the call immediately to acknowledge the request. The USDA APHIS VS District Director (DD) sets up a conference call with the NVS director and other necessary officials to discuss:
    a. Damaging animal disease;
    b. Affected species and estimated number of affected animal populations;
    c. Number of responders fielded immediately;
    d. Number of affected premises; and
    e. Incident Command point of contact information.
5. NVS consults with SPRS leadership and notifies the DD if NVS deployment is approved or disapproved. If approved, Incident Command completes the necessary forms and submits to NVS staff at nvs@aphis.usda.gov. The NVS Deployment Management Team (DMT) coordinates deployment details with the Incident Command point of contact.

B. Before Requesting NVS Assistance

The request for assistance from the NVS is a joint State and USDA APHIS VS decision based on the type and scale of damaging animal disease outbreak and resources available in the State. The request for NVS countermeasures is made before available resources are exhausted.

C. Initial Request for NVS Physical Countermeasures

The SAHO and ADD, or their designees, identify the available resources in the State, including local, Tribal, Federal, and private-sector resources, and those it needs to respond to a damaging animal disease. The governor may issue an emergency declaration that releases additional State resources. They justify their request for NVS countermeasures on the basis of their conclusion that available resources will not be enough to support the response to the outbreak.

The SAHO and ADD consult with their USDA APHIS VS District office. The DD or designee calls the 24/7 SPRS hotline (**800-940-6524**) and requests NVS assistance from the operator. The NVS director or designee returns the call immediately to acknowledge receipt of the request. The DD initiates a conference call and sends an invitation to the NVS director to participate. The DD requests that the appropriate State and Federal officials who can justify the need for NVS assistance (such as the SAHO, ADD, other VS District office representatives, and other personnel) are on the conference call.

During the conference call, participants discuss the situation and details about (1) the damaging animal

disease, (2) affected species and estimated number of animal populations, (3) number of responders fielded immediately, (4) number of affected premises, and (5) name and contact information for a point of contact in Incident Command with whom the NVS deployment can be coordinated if approved by USDA APHIS VS.

Following the conference call, the NVS director consults with SPRS leadership and notifies the DD of approval or disapproval for the NVS deployment. If approved, the NVS director notifies the DD that the Incident Command System Resource Request Message (ICS 213 RR) for the NVS and the Statement of Work (SOW) Form to Request NVS Depopulation, Disposal, and Decontamination (3D) Response Support Services, if required, should be completed immediately and emailed to NVS staff at nvs@aphis.usda.gov.

The NVS DMT at USDA APHIS VS headquarters contacts the Incident Command point of contact to coordinate deployment details. They discuss and clarify the submitted forms and confirm other details of a deployment. The Incident Command point of contact resubmits the corrected or updated forms to the NVS staff at nvs@aphis.usda.gov. The NVS DMT then processes the forms for deployment.

1. Incident Name:	2. Date/Time/Time Zone	3. Resource Request Number:

Requestor

4. Order (Use a separate resource request form when ordering supplies/equipment from a source other than NVS):

Qty.	Kind	Type	Detailed Item Description: (See specifications in National Veterinary Stockpile Logistics Catalog on password-protected website for	Arrival Date and Time		Cost
				Requested	Estimated	
	24 Hour Push Pack	Standard Protection	(Round qty. up to nearest multiple of 10 responders)			
	24 Hour Push	High Protection	(Round qty. up to nearest multiple of 10 responders)			
	Animal Handling Equipment					
	Animal Vaccine					
	Vaccination Ancillary Supplies					
(No. Boxes)	Human Antiviral Medication	(Choose Tamiflu or Relenza)				
	Response Support Services		(Attach statement of work form)			

5. Requested Delivery Location:

Shipment address:

Mark shipment attention to:

Send status on shipments to email address:

Limitations that could impair movement or offloading at delivery site:

Address, phone, cell phone, or email at incident command post if different from above:

Special instructions:

1. Incident Name:	2. Date/Time/Time Zone	3. Resource Request Number:

Requestor

5. Continued. Incident Command Points of Contact:

Primary	**First shift hours of operation**	**Second shift hours of operation**
Name		
Phone		
Cell		
Email		
Secondary		
Name		
Phone		
Cell		
Email		

6. Suitable Substitutes:

7. Requested by Name/Position:	**8. Priority:** c Urgent c Routine c Low	**9. Section Chief Approval:**
VS District Office Name: Title: Office phone: Cell phone: Email address: **State, Tribe, Territory or local VS Office** Name: Title: Office phone: Cell phone: Email address:	**Emergency Description** City/State nearest the outbreak/other emergency: Damaging animal disease/other emergency: Affected animal species: Estimate of affected animal populations: Number of responders fielded immediately: Other:	

RESOURCE REQUEST MESSAGE FOR THE USDA APHIS VETERINARY SERVICES NATIONAL VETERINARY STOCKPILE
(ICS 213 RR NVS) E-mail to nvs@aphis.usda.gov

1. Incident Name:	2. Date/Time/Time Zone	3. Resource Request Number:

Logistics	**10. Logistics Order Number:**	**11. Supplier Phone/Email:** 24/7 Emergency Hotline: 800-940-6524 Email: nvs@aphis.usda.gov
	12. Name of Supplier/POC: National Veterinary Stockpile, Deployment Management Team Email the ICS 213 RR NVS to nvs@aphis.usda.gov	
	13. Notes: If human antiviral medication is requested, provide the following for the medically qualified person responsible for receipt, storage, prescribing, and dispensing: Name: Cell phone: Email: If State, Tribe, or Territory has a National Veterinary Stockpile plan, email to nvs@aphis.usda.gov.	
	14. Approval of Logistics Section Chief: Print Name: Signature:	**15. Date/Time/Time Zone:**
	16. Order placed by (Name and email address of person submitting to NVS):	
Finance	**17. Reply/Comments from Finance:**	
	18. Finance Section Signature:	**19. Date/Time/Time Zone:**

Additional Comments/Instructions:	
For National Veterinary Stockpile Staff Use	
Deployment □ approved, □ disapproved, or □ approved with the following changes:	
By name:	Signature:
Date:	Time/Time Zone:

RESOURCE REQUEST MESSAGE FOR THE USDA APHIS VETERINARY SERVICES NATIONAL VETERINARY STOCKPILE
(ICS 213 RR NVS) E-mail to nvs@aphis.usda.gov

Use the following instructions to complete the Resource Request Message for the USDA APHIS VS National Veterinary Stockpile (ICS 213 RR NVS). When complete, e-mail the form to the NVS staff at nvs@aphis.usda.gov.

REQUESTOR: THE REQUESTOR COMPLETES BLOCKS 1 THROUGH 9.

Block 1. Incident Name. Provide the name of the incident. It should be the same as stated on the ICS 201 Form and/or the Incident Action Plan (IAP).

Block 2. Date/Time/Time Zone. Enter the current date, time of day, and time zone.

Block 3. Resource Request Number. This is to be assigned by the person submitting the request.

Block 4. Order. Complete the blocks. Use a separate resource request form when ordering supplies/equipment from a source other than NVS. Must include the quantity, kind, type, and a detailed description of the item. See specifications in the National Veterinary Stockpile Logistics Catalog posted on the password-protected website for planners http://www.aphis.usda.gov/nvs. Be specific as possible.

Note: If this is a preliminary request, the information provided will help the NVS Deployment Management Team (DMT) determine what countermeasures may be approved for immediate delivery. Providing this information in no way guarantees approval of assistance or delivery of the requested countermeasures.

24 Hour Push Pack. One pack supports 10 responders for 10 days changing suits six times per day. The number of packs should be rounded up to the nearest multiple of 10 responders. For example, nine packs should be requested if there are 83 responders in the field. Specify the quantity of standard protection and high protection packs requested.

Animal handling equipment. Specify the type of animal handling equipment that is requested, such as panels, gates, and/or mobile chutes for cattle or for swine. The swine equipment is also suitable for handling small ruminants. Mobile corrals for cattle are also available.

Animal Vaccine. Specify the type of vaccine and the number of doses requested for a specific damaging animal disease. Note that the USDA APHIS VS Chief Veterinary Officer must first approve the use of vaccine prior to vaccine being delivered.

Vaccination ancillary supplies. If vaccine will be used, specify if vaccination ancillary supplies are also needed. These supplies include items such as needles, syringes, portable biomedical waste disposal containers, foot-and-mouth disease ear tags, and tag applicators.

Human antiviral medications. If the disease of concern is notifiable avian influenza (H5, H7), specify the type of human antiviral medication and the number of boxes requested for responders checked into the incident. For more information, see the NVS Logistics Catalog. Also list the contact information for the medically qualified person responsible for receiving the antiviral medication in Block 13.

Response support services. If response support services are requested for depopulation, disposal, or decontamination (3D), or other services, provide the requirements by attaching the SOW form to request NVS 3D response support services. This form provides details on the type and scope of assistance requested. Refer to Section D. Request for 3D Response Support Services in Appendix B of the NVS State Plan Template for the process to request 3D response support services, including instructions on how to complete the SOW form.

Other. Specify any additional countermeasures being requested that are not listed above.

Requested Arrival Date and Time. Complete the requested date and time for arrival of countermeasures.

Cost. To be completed later by the Finance/Administration Section.

Block 5. Requested Delivery Location. Shipment address. Provide the physical shipping address that will receive the shipment of deployed countermeasures.

Mark shipment attention to. Specify the name of the person who will receive the shipment.

Send status on shipments to e-mail address. Provide the specific email address to which the NVS DMT may send updates of the shipment status.

Limitations that could impair movement or offloading at delivery site. Describe any limitations or restrictions that could negatively impact the transportation or offloading of countermeasures at the delivery site. Examples include security, parking, or dock limitations.

Address, phone, cell phone number, or e-mail at incident command post if different from above. Provide the information for the Incident Command post if countermeasures are shipped to a location other than a co-located Incident Base.

Special instructions. Specify any special instructions that may not be listed above. For example, specify the shipping address for vaccine if it is to be shipped to a different location than other countermeasures.

Incident Command Points of Contact: List the contact information for the primary and secondary contacts within the logistics section that will coordinate with the NVS DMT. List the hours of operation of each shift and multiple individuals for multiple shifts, as applicable.

Block 6. Suitable Substitutes. List any suitable substitutes for items that may not be available. For example, would the mobile corral be a suitable substitute if cattle panels are not available.

Block 7. Requested by Name/Position. Provide contact information for the point of contact in the APHIS VS District office that corresponds to the location of the State, Tribe, or Territory requesting assistance. and the State, Tribe, Territory, or local VS office animal health official that is requesting assistance. This individual will serve as the primary point of contact for that jurisdiction.

Block 8. Priority. Mark the appropriate box indicating if the request is urgent, routine, or a low priority.

Emergency Description. Provide information that describes the type of emergency and helps justify the request for NVS assistance, including the city and State that is closest to the emergency site, the type of damaging animal disease suspected or diagnosed or other type of all hazard emergency event, the animal species that are primarily affected and the estimated animal populations, the number of field responders that may require supplies, or other pertinent information.

Block 9. Section Chief Approval. Indicate approval of the Incident Command section chief, if applicable. If not the initial request for NVS countermeasure and a full complement of Incident Command is established, submit request to Resources Unit Leader (RESL) to review and approve.

REQUEST GOES TO RESOURCES UNIT, IF APPLICABLE (MAY NOT BE REQUIRED BY INCIDENT COMMAND FOR NVS REQUESTS).

The Incident Command Resource Unit may review the request, if required, and send to Logistics.

LOGISTICS SECTION: LOGISTICS PERSONNEL COMPLETE BLOCKS 10 THROUGH 16.

Block 10. Logistics Order Number. Assigned by Supply Unit.

Block 11. Supplier Phone/Email. Information prepopulated for NVS as the supplier.

Block 12. Name of Supplier/POC. Information prepopulated for NVS as the supplier.

Block 13. Notes. If human antiviral medication is requested, enter the information for a medically qualified person that will be responsible for receipt, storage, prescribing, and dispensing. If the State, Tribe, or Territory has a National Veterinary Stockpile plan, email it to nvs@aphis.usda.gov. Enter other notes, as applicable.

Block 14. Approval of Logistics Section Chief. If a full complement of ICS is not yet established, the incident commander or State, Tribe, or Territory animal health official approves the request. Otherwise, the request is approved by the Logistics Section Chief or Deputy.

Block 15. Date/Time/Time Zone. Indicate date, time, and time zone of the approval.

Block 16. Order placed by (Name and email address of person emailing request form to NVS). Enter the name and email address of the person who emails the request form to the NVS.

FINANCE SECTION: FINANCE PERSONNEL COMPLETE BLOCKS 17 through 18.

Block 17. Reply/Comments from Finance. The Incident Command Finance Section may review the request, if required, and enter comments.

Block 18. Finance Section Signature. If a full complement of ICS is not yet established, the incident commander or State, Tribe, or Territory animal health official may sign on behalf of the Finance Section Chief.

Block 19. Date/Time/Time Zone. Enter date, time, and time zone of signature.

Additional Comments/Instructions. Enter additional information that will be helpful for the request.

For National Veterinary Stockpile Staff Use. The NVS staff will use this section to indicate the decision for the request, the person making the decision, and the date and time it occurred.

D. Request for 3D Response Support Services

Incident Command should use the following guidance to receive 3D response support services from the NVS program. These services include depopulation of poultry, disposal of livestock and poultry carcasses, and cleaning and disinfecting equipment and premises (For brevity, these services are described as "3D" for depopulation, disposal, and decontamination). For more information on requesting these services from 3D contractors, visit the NVS website at http://www.aphis.usda.gov/nvs.

The 3D contractors work in accordance with terms and conditions (rates, liability, etc.) of the NVS contract. To activate 3D contractors for a specific incident, an SOW is required for APHIS contracting to assign a task order.

The sequence of events necessary to activate 3D contractors is as follows:

1. The SAHO and ADD or Incident Command representatives call the SPRS emergency response hotline (**800-940-6524**) day or night, weekdays, or weekends.
2. The SAHO and ADD or Incident Command representatives complete the SOW form and submit it to the NVS staff by e-mail at nvs@aphis.usda.gov. The DMT is available to help ensure the correct information is included in the SOW form:
    a. The situation and why 3D contractors are needed;
    b. The type of support required (such as 3D services or something else);
    c. The tasks to be performed under the 3D contractor services, estimated start and end dates, number of personnel required, number of labor hours per day that the 3D con- tractors will be utilized (billable hours are for personnel time actually spent at the job site), type of equipment required, and geographic location of the incident; and
    d. Funding sources: Commodity Credit Corporation (CCC) funds, State or Tribal funds, USDA APHIS VS program funds, or Stafford Act funds (see Section E, "Funding Sources").
3. The NVS notifies the 3D contractors by phone or e-mail with specifics of the current situation and to assess their capability and availability to participate in the event (training, exercise, deployment of equipment, emergency response services, etc.). The DMT identifies the appropriate 3D contractors for the job by doing the following:
    a. Reviewing and discussing the SOW and funding, and
    b. Identifying the available 3D contractors most qualified to do the work described in the SOW.
4. Following the call with the 3D contractors, the NVS provides them the written SOW to develop and submit a cost estimate. All cost estimates are based on terms and conditions of the current contract.
5. The 3D contractor develops its cost estimate on the basis of the requirements in the SOW and submits it to the NVS.
6. The NVS forwards the SOW and the cost estimate to the APHIS contracting officer and Incident Command to activate the 3D contractor.

7. The Incident Command, DMT, APHIS contracting, and 3D contractor participate in a conference call to discuss the SOW, cost estimates, and when the 3D contractor can be expected to arrive at the incident site.

    a. The 3D contractor may ask questions to clarify the type and scope of services needed. It may provide an initial estimate of its cost based on the SOW presented and how many people it can have on site and when. However, in some circumstances the 3D contractor may need to travel to the incident site at its expense to better understand the scope of work required for the cost estimate.

    b. The APHIS contracting officer formally requests a written cost estimate from the 3D contractor based on the written SOW before authorizing the work.

8. Following review of the SOW, the APHIS contracting officer typically approves proceeding with the work and defines a "not-to-exceed" funding cap. When it's critical that the support begin immediately, the APHIS contracting officer may authorize 3D contractors, either verbally or in writing, to begin work right away and require an initial cost estimate in 2 or 3 working days.

9. Upon request for 3D support, the DMT asks Incident Command to provide a point of contact or designated representative to supervise or oversee the operation. The POC or designated representative needs to be familiar with the operation and the requirements in the SOW, and they may also be requested to review and validate the 3D contractor daily log and time and attendance records.

10. As work progresses, APHIS contracting ensures that the charges from the 3D contractors are reflected in the contract and the actual costs are in the SOW scope. Additional work can be done and the SOWs changed or expanded as the outbreak unfolds, or a new SOW may be developed for different tasks. All requested changes must be approved through the same process by the APHIS contracting officer.

11. The 3D contractors arrive on scene and do the following:

    a. Check in as responders with the planning section resources unit, or elsewhere as in-structured, and provide required information, including 3D personnel and equipment for the ICS 211 incident check-in list, and

    b. Report to the operations section chief or other section as assigned.

12. The on-site USDA APHIS VS representative in the finance/administration section typically pays for the 3D contractor and reports the costs, unless other arrangements are made.

Statement of Work Form to Request
National Veterinary Stockpile 3D Response Support Services

Incident Command completes this statement of work (SOW) form to request National Veterinary Stockpile (NVS) depopulation, disposal, and/or decontamination (3D) response support services and submits it to NVS Headquarters by email nvs@aphis.usda.gov. Use additional space as required. For more information on how to complete the form, consult the NVS mobile logistics team, if one is on site, or call the USDA APHIS VS Surveillance, Preparedness, and Response emergency hotline, **800-940-6524.** This form must be attached to the NVS Countermeasures Request Form at the time of submission.

1. Describe the situation and why 3D response support services are needed:_____

2. Check the types of support required:
   - ☐ Depopulation (limited to poultry w/CO_2 carts or foam units) Disposal (landfill, burial, composting on site, etc.)
   - ☐ Decontamination (cleaning and disinfecting of premises, vehicles, equipment, etc.) Other—explain: _____

3. Detail the task to be performed by the 3D contractors so that the number of labor hours per day may be determined for each task to completion. (Billable hours are for personnel time spent at the job site.) Include the (1) geographic locations; (2) number of premises; (3) specific job tasks, including species; (4) number of personnel needed (if known); (5) special needs (specialized equipment, certified personnel, etc.); and (6) NVS equipment (animal handling, foam units, CO_2 carts) or other specifications detailing the need: _____

4. Check the funding sources that will pay for the 3D response support services:
   - ☐ Commodity Credit Corporation funds (USDA Secretary emergency funds) State, Tribal, or Territory funds
   - ☐ APHIS VS program funds
   - ☐ FEMA ESF 11 funding through the Stafford Act

Provide additional comments to help explain the requirements and support the request:

E. Requests for Additional NVS Support

If additional NVS support (animal handling equipment, 3D response support services, animal vaccine, etc.) is required, the Incident Command supply unit staff works with the NVS MLT, if available on site, or the NVS DMT at USDA APHIS VS Headquarters to request potential deployment of additional support from the NVS program. The *NVS Logistics Catalog*—which lists and illustrates the physical countermeasures—is available from the password-protected NVS website http://www.aphis.usda.gov/nvs. Contact nvs@aphis.usda.gov to request the password and check the site frequently for updated information.

F. Funding Sources

Four methods are available to fund NVS 3D response support services:

1. *Commodity Credit Corporation (CCC) funds*. To use these funds, the Secretary must declare an extraordinary emergency, typically for responding to the most damaging animal diseases, such as highly pathogenic avian influenza, foot-and-mouth disease, or exotic Newcastle disease. The USDA APHIS VS ADD and DD are the local points of contact for requesting and using CCC funds.

2. *State, Tribe, or Territory funds*. A State, Tribe, or U.S. Territory may use its funds to cover the cost of contractor support.

3. *APHIS VS program funds*. An APHIS VS program, such as the low pathogenic avian influenza program, may use its funds to cover contractor costs.

4. *Stafford Act funds*. The Federal Emergency Management Agency may issue a mission assignment to support Emergency Support Function 11 operations and fund contractor support.

Section C – Description of NVS Countermeasures

The NVS contains a variety of supplies and equipment to help States, Tribes, and Territories respond to a damaging animal disease outbreak. These materials may be shipped as preconfigured modules in tri-wall containers or as individual items.

24 Hour Push Packs

Each 24 hour push pack is designed to support 10 responders changing PPE six times per day for a 10-day period (600 protective suits). In addition to PPE, each push pack contains one module of cleaning and disinfecting (decontamination) supplies. These 24 hour push packs arrive in "tri-walls", which are triple-walled, cardboard containers with a hard plastic, removable lid and base. They have a 40- by 48-inch footprint and are 45 or 52 inches high. The lid and base are removable, and the sides fold in for easy storage. Forklifts and pallet jacks move them easily.

A packing slip accompanies each module, listing all items in the package. A packing diagram is displayed on the front of each drop-down flap. Empty tri-walls will be returned to the NVS logistics center at the conclusion of the exercise or outbreak response, if not sooner. The following table describes the two types of 24-hour push packs.

24 Hour Push Packs

Level of protection	PPE	Decontamination supplies
High protection	2 Modules Tyvek (white) PPE Kits Plus, First Aid Kit, Bulk Nitrile Gloves, and Boot Covers 1 Module Tychem (gray) PPE Kits 1 Module Powered Air Purifying Respirators	1 Module
Standard protection	2 Modules Tyvek (white) PPE Kits Plus, First Aid Kit, Bulk Nitrile Gloves, and Boot Covers 1 Module Tychem (yellow) PPE Kits	1 Module

Each protective suit includes a hood. The Tychem gray and yellow suits include sewn-in foot covers.

Each PPE kit is designed for individual use and contains the following:

1. Apron, disposable, 2 ml thickness, clear vinyl or embossed, 28 inches × 46 inches
2. Bag, die cut handle
3. Bag, infectious waste 10 gallon

4. Boot cover, gray Tychem, 17 inches (included only in Tyvek white PPE Kits)
5. Goggles, anti-fog
6. Gloves, disposable vinyl, large
7. Gloves, disposable nitrile, large
8. Respirator 3M 9210, N95
9. Suit (white, yellow, or gray), 2 extra-large or 3 extra-large.

The powered air-purifying respirator (PAPR) module contains ten 3M Breathe Easy PAPR kits, nickel-metal hydride battery packs, and battery chargers. One rubber butyl hood and four air cartridges are included in each kit. Additional lithium batteries are shipped in a separate container in conjunction with the PAPR module.

Each decontamination module contains the following:

1. Aprons, disposable, 5 packages
2. Bags, isolation, hazard, 50–55 Gal
3. Bags, Ziploc, quart
4. Brush, long handled
5. Bucket with lid, 5 gallon
6. Pool, pop-up, ultra, 66 gallon
7. Scraper, shoe and boot
8. Shears, EMS, 7.25 inches
9. Sprayers, 2 gallon
10. Tape, chemical
11. Tape, yellow, caution-black
12. Test Strips, Virkon S
13. Virkon S, 10 lb containers.

Additional NVS Physical Countermeasures

After initial deployment, Incident Command may request additional items from the NVS that are not available elsewhere, including the private sector. Additional physical countermeasures available from the NVS program but not part of a 24 hour push pack are as follows:

1. NVS Antiviral prophylactic medications (Tamiflu and Relenza) to protect state and federal animal and agriculture field responders when the outbreak is highly pathogenic avian influenza. Both medications should be stored at a controlled room temperature (14–30°C).
2. Bio-Zip resealable liner for carcass disposal.

3. Bulk PPE and decontamination supplies.
4. Large animal-handling equipment, such as cattle and swine portable chutes, gates, and panels.
5. Poultry depopulation CO_2 carts for caged birds.
6. Poultry depopulation foaming units, such as the Kifco Avi-Foam Guard and North Carolina foam unit, pressure washers, 13 horsepower, 4,000 pounds per square inch, 3.6 gallon per minute, gasoline-powered.
7. Satellite terminal kits to facilitate communication in remote areas.
8. Vaccination ancillary supplies, such as biohazard disposal boxes, all-weather paint stick markers, disposable needles and syringes, self-refilling syringes, pink metal FMD cattle and swine ear tags, and tag applicators.
9. VaxiCool, powered, portable vaccine coolers (**ask NVS staff if intended use is allowable, may not be field-deployable).

The *National Veterinary Stockpile Catalog*—posted on the password-protected webpage for NVS planners on the NVS website —lists and describes the NVS deployable countermeasures. NVS planners may gain access to the password by e-mailing a request to nvs@aphis.usda.gov.

Animal Vaccines

Incident Command may order animal vaccines from the NVS following APHIS approval to vaccinate. All animal vaccines are perishable biological products and must be transported, stored, and maintained at refrigeration temperatures of 2–8°C until they are administered. Actual temperatures should be monitored and recorded at regular intervals (typically once or twice daily).

The NVS holds avian influenza virus (H5 and H7) vaccine and classical swine fever vaccine. Both will arrive with detailed user instructions on labels and package inserts.

The most current information about these vaccines is posted on the *Questions and Answers* page of the NVS website.

FMD vaccine is held by the North American Foot and Mouth Disease Vaccine Bank. If APHIS approves vaccination and the FMD vaccine is released by the bank, Incident Command may order the vaccine through the NVS. For more information about FMD vaccine, search the animal health fact sheets on the USDA APHIS publications website.

All vaccines will arrive in insulated shipping containers with temperature-monitoring devices. Vaccines should be offloaded, inspected for damage, and inventoried immediately upon arrival. The temperature-monitoring devices should be checked immediately after opening the box to ensure that the vaccine has maintained a temperature of 2–8°C during shipment. Vaccines should then be transported immediately to refrigerated storage pre-chilled to 2–8°C. Maintaining the proper

temperature until the vaccine is administered is imperative. Freezing, excessive or prolonged heat, or immersion in liquid will destroy the vaccine.

For questions, concerns, or complications related to the use of animal vaccines, visit the USDA, APHIS veterinary biologics website or contact the program coordinator at the Center for Veterinary Biologics at 515-232-5785.

NVS Inventory Color-Coding System

NVS modules are color-coded so the warehouse staff, particularly those on forklifts, can identify container contents from afar, place them with similar products in the warehouse after receipt, and find them later for issue. The NVS color codes are as follows:

1. Blue for PPE supplies in modules 1, 2, 3, 5.
2. White for decontamination supplies in Module 4.
3. Green for PAPRs in Module 6.
4. Yellow for biological products, pharmaceuticals, and related supplies, such as vaccination ancillary supplies in Modules 7 and 8, vaccines, and antiviral medications.
5. Gray for animal-handling and depopulation equipment, such as chutes, panels, gates, poultry foaming units, and CO_2 carts.

Recovering and Returning NVS Items

After an event, field responders will need to return unused, unopened, and returnable NVS items to the warehouse for repackaging and transport back to the NVS program. To support the process, the NVS program identifies each returnable item by:

1. coding the items on the NVS packing slip affixed to each shipment and provided for each truck that the NVS ships, and
2. identifying the items in the *NVS Logistics Catalog* posted on the restricted page of the NVS website.

Section D - Warehouse Facility Identification

TAHC does not maintain warehouse space sufficient to receive NVS shipments. Facilities may be available through the Texas Division of Emergency Management (TDEM) SOC, other state agencies, or through emergency leasing. Depending on the incident and location of animals and any Incident Command Post that has been established, TAHC may choose to locate warehouse space near a disease outbreak but in a location appropriate to maintaining biosecurity.

Local emergency management officials, Disaster District Committees (DDCs), TDEM State and District Coordinators, TAHC District Office, and/or the State Facilities Commission personnel may assist in identifying available warehouse space near an outbreak and may have local knowledge of issues related to accessibility and convenience of a given warehouse. Plans for receipt, storage and staging of Strategic National Stockpile (SNS) assets may also be leveraged to assist in state-level NVS activities through the Department of State Health Services (DSHS).

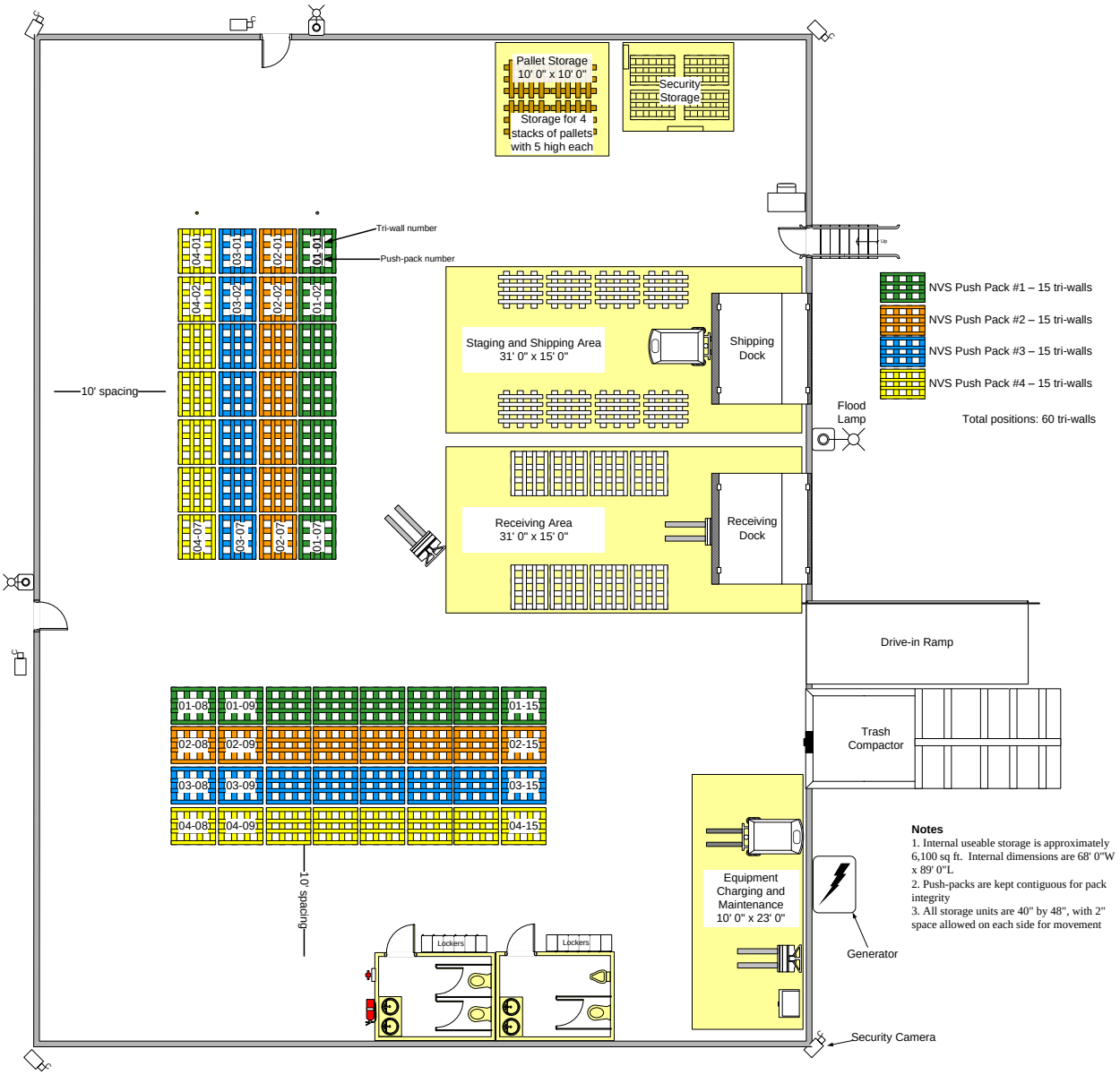
The Facilities Checklist (see below AND expanded checklist in Appendix H) may be used to ensure that the chosen facility meets logistical requirements of the incident. One location may not always be appropriate. Separate locations may be needed for general warehouse operations, refrigerated items, and/or large animal handling equipment.

When assistance locating a suitable NVS warehouse facility is needed from the Texas Division of Emergency Management (TDEM), the request must be made as soon as practical:

1) The TAHC Executive Director will make telephone contact with the Chief of TDEM, if this has not already been done, making him/her aware of the severity of the animal disease emergency and of the need for additional support from TDEM and other Emergency Management Council members.
2) A written request for assistance will be submitted to the State Operations Center (SOC) using the WebEOC State of Texas Assistance Request (STAR) form, or any other available means. The request will contain:
    a. The desired geographic area for the warehouse
    b. The Type of animal disease incident (1, 2, or 3) and the corresponding facility identification checklist from Section D.
    c. A primary animal health point of contact.
    d. When the warehouse is needed and for how long it is likely to be in operation.
    e. Any available information on active or anticipated emergency declarations.

The following templates for NVS warehouse layout may be utilized. **Example of a Typical Warehouse Layout for Type 2 or 1 Incident**

Example of Warehouse Layout for Type 3 Incident



Example Checklist for Warehouse Facility for a Type 1 or 2 Incident

General Overview
Incident type (1, 2, 3): 1 & 2
Number of containers anticipated: 150 plus 55 general containers (205 total)
Warehouse dimensions: 106 ft × 90 ft × 25 ft
Size of warehouse: 9,540 sq ft

Container Storage
Type of racking available (floor, selective rack, flow rack, or stacked):
Number or container rows: 9
Number of container positions: 205
Method for marking warehouse floor (chalk, signs, colored tape, paint):
Aisle spacing: 10 ft
Refrigeration/secure storage capacity: 80 sq ft
Size of pallet storage area: 100 sq ft
Size of damaged goods area: 100 sq ft
Size of staging and shipping Area: 615 sq ft
Size of receiving area: 615 sq ft
Size of supply area: 120 sq ft

Entrances/Exists
Number of loading docks: 2
Number of building entrances/exits (including docks): 6

Warehouse Utilities
Proper lighting inside: Y/N
Proper lighting outside (for night operations): Y/N
Number of security cameras:
Generator: Y/N
Generator capacity: kW
Equipment charging/maintenance Area: sq ft

Personnel Areas
Number of bathrooms: 2
Number of lockers: 12
Lunch/break room Size: 240 sq ft
Size of dedicated office area: 774 sq ft
Power in office area: Y/N

Example checklist for Warehouse Facility for a Type 3 Incident

General Overview
Incident type (1, 2, 3): 3
Number of containers anticipated: 64
Warehouse dimensions: 73 ft × 89 ft × 25 ft
Size of warehouse: 6,500 sq ft

Container Storage
Type of racking available (i.e., floor, selective rack, flow rack, stacked):
Number or container rows: 12
Number of container positions: 64
Method for marking warehouse floor (chalk, signs, colored tape, paint):
Aisle spacing: 10 ft
Refrigeration/secure storage capacity: 80 sq ft
Size of pallet storage area: 100 sq ft
Size of damaged goods area: 100 sq ft
Size of staging and shipping area: 465 sq ft
Size of receiving area: 465 sq ft
Size of supply area: 120 sq ft

Entrances/Exists
Number of loading docks: 1
Number of building entrances/exits (including docks): 2

Warehouse Utilities
Proper lighting inside: Y/N
Proper lighting outside (for night operations): Y/N
Number of security cameras:
Generator: Y/N
Generator capacity: kW
Equipment charging/maintenance area: sq ft

Personnel Areas
Number of bathrooms:
Number of lockers:
Lunch/break room size: sq ft
Size of dedicated office area: sq ft
Power in office area: Y/N

Section E - Emergency Purchasing Procedures and Emergency Leasing

Emergency Purchasing

An emergency purchase is defined by the Comptroller of Public Accounts (CPA) as a purchase "in which compliance with normal procurement practice is impracticable or contrary to the public interest" and is "warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the state."

CPA has delegated to all state agencies the authority to make emergency purchases. The decision to declare an emergency is the sole responsibility of the agency. If requested, CPA will assist in advising agencies on the proper procedure for emergency purchases, but does not certify the existence of an emergency. The agency will be responsible for handling complaints or protests that result from emergency procurement.

Solicitation Procedure:

- All purchases require documented verification of eligibility through the System Form Award Management (SAM) www.sam.gov
- Emergency procurements are subject to CPA's rules and policies. Whenever possible, Texas Building and Support Services (TPASS) contracts, Texas Correctional Industries contracts, TIBH contracts, TXMAS contracts, Department of Information Resources (DIR) contracts and the TPASS Centralized Master Bidders List should be utilized.
- For purchases over $5,000.00, at least three informal bids are encouraged. An award should be based on best value, considering type of emergency.
- Purchases over $5,000.00, **if not competitively bid,** require a letter of justification which shall be retained in purchasing file. The letter must be signed by the director of administration or an authorized staff services representative and should address the nature of emergency and estimated impact or damage that will occur by following normal procurement practices. In addition the award selection must also be documented.
- Emergency purchases over $25,000.00 must be posted on the Electronic State Business Daily (ESBD); however, the minimum posting requirements do not apply. Posting of advertisement and/or award notices satisfies ESBD requirements.
- Emergency purchases over $25,000.00 are pre-payment audited by the CPA. To expedite the payment process, agencies must send a copy of purchasing documentation immediately after award.

Emergency Leasing of Facilities

While the standard procedures for locating warehouse space or other facilities through Texas Facilities Commission may still be followed in an emergency response, TDEM has the authority to directly lease a space that is convenient and available if an emergency exists and if the time it takes to follow standard procedures creates an undue delay in response. In this instance TAHC would usually request assistance from TDEM. The TAHC Purchasing Department also maintains protocols for obtaining temporary office space in the event of an animal disease emergency, which may be useful in evaluating office spaces for lease in support of operations.

Section F - Warehouse activation and supply list

Warehouse Supply List

Before receipt of its first shipment, warehouse management should acquire the following supplies and equipment to support warehouse activities.

General and Administrative Support

General and administrative support items include the following:

- Office supplies such as pens, paper, staplers, dry erase & permanent markers, tape, and clipboards
- Office furniture and support items (tables, power strips, lights, gaffing tape, cord covers, etc.)
- Notebook computers and printers with Internet connectivity
- Software—inventory management, word processing, spreadsheet, e-mail, backup storage medium (portable hard drive, memory stick, etc.), emergency management software connecting to the State emergency management agency
- Telephones (hard line and cell)
- Copy/facsimile/scanner machine
- Sign-making material such as poster board, stencils, stakes, chart pads, painters tape, and easels
- Copies of rental and maintenance agreements on warehouse support equipment such as Materials Handling Equipment (MHE)
- Communication devices (such as bull horn, hand-held radios, cell phones, etc.).

Warehouse Supplies and Equipment

The table below identifies the typical supplies and equipment necessary to operate a warehouse facility in accordance with incident complexity.

Warehouse Supplies and Equipment by Incident Complexity

Supplies and Equipment	Type 3 Complex Incident < 80 pallets	Type 2 Very Complex Incident 80–150 pallets	Type 1 Most Complex Incident > 150 pallets
Warehouse			
Blank labels	100	200	300
Box and wire cutters	1 set per team member	1 set per team member	1 set per team member
Empty boxes, packing slip envelopes, packing material and tape	30	60	90
Empty pallets (40 inch by 48 inch plastic or oak); Continuing supply by contract	15	20	25
Forklifts with fuel and repair 3,000- to 5,000-pound capacity, smooth-tire forklifts Arms at least 36 inches in length Electricity (8–12 hours operation per battery) or propane (8–12 hours operation per tank of fuel) for inside units; fresh batteries or battery recharging stations (220 V) Gasoline or diesel for forklifts used outside	1	2	3 or 4
Pallet jacks 3,000- to 5,500-pound capacity Batteries or battery recharging stations (220 V), if electric.	2	4	6
Cold storage unit capable of maintaining internal temperature at 2-8 degrees C.	1	1	1
Thermometers or other temperature monitoring devices, (for vaccines), if required	3	3	3
○ Strapping/banding material	1 banding machine with supplies	1 banding machine with supplies	1 banding machine with supplies

○ Stretch wrap (manual wrap device)	4 rolls	6 rolls	10 rolls
○ Tool box with assortment of hand tools (hammers, wrenches, tape measure, and pliers)	1	1	1
○ **Safety Support**			
○ Cotton gloves with rubber grips for each worker	1 pair per worker	1 pair per worker	1 pair per worker
○ Ear plugs	1–2 sets per worker/ day	1–2 sets per worker/day	1–2 sets per worker/day
○ Fans or heaters	# determined by facility unit leader	# determined by facility unit leader	# determined by facility unit leader
○ Fire extinguishers	# to be determined by regulatory code	# to be determined by regulatory code	# to be determined by regulatory code
○ First-aid kit and AED	1 per storage site	1 per storage site	1 per storage site
○ Flashlights	1 per worker	1 per worker	1 per worker
○ Hard hats	1 per worker	1 per worker	1 per worker
○ Leather gloves	1 pair per worker	1 pair per worker	1 pair per worker
○ Portable lighting	1 set	1 set	1 set
○ Reflective vests	1 per worker	1 per worker	1 per worker
○ Safety Item sets (megaphones, caution tape, signage)	1	1	1
Traffic cones	12	12	12
Batteries	12	12	12

The following table shows the critical steps the incident command takes to activate, operate, and deactivate warehouses. The order of steps and their time frames varies from event to event. Warehouse activities commence before NVS countermeasures arrive.

Warehouse Timeline

Step	Action	Responsible person
1	Initiate emergency leasing of warehouse facilities and any necessary support services. Consider initial facility for receiving NVS shipment as well as possible secondary distribution sites depending on scale of incident. **This must be initiated as soon as there is a known possibility of NVS request from incident command.**	Finance/admin section chief, facilities unit leader
2	Recall the warehouse staff	Supply Unit Leader
3	Ensure all team members check in with the planning section resource unit and have badges that provide appropriate access. Set up or arrange for badges for those who do not have appropriate badges.	
4	Brief the warehouse staff, establish the operational period and shift requirements, and dismiss the second shift after telling them when to return.	
5	Assess security to determine the requirement for support from law enforcement.	Facilities unit leader
6	Establish and coordinate security for warehouse personnel, facilities, equipment, and operations.	Facilities unit leader
7	Arrange delivery of warehouse equipment from contractors and other agencies.	SPUL and facility unit leader
8	Fuel or charge motorized MHE.	Warehouse team leader
9	Provide drivers with maps to delivery locations; brief them on where and how to get fuel, repairs, and law enforcement support.	Ground support unit leader
10	Identify locations for initial deliveries once NVS shipments arrive.	Warehouse team leader
11	Assemble and test all communications equipment and contacts.	SPUL, communications unit leader
12	Establish and test communications with all internal warehouse components (including drivers) and supporting agencies, organizations, and businesses.	
13	Coordinate inbound movement of NVS shipments and the NVS MLT with the NVS DMT.	NVS DMT and SPUL
14	Coordinate inbound supply shipments from other sources (State, industry, and local).	SPUL
15	Identify reports and reporting frequency that incident command requires.	
16	Assemble and test all computers, printers, network equipment, and software.	Communications unit leader, SPUL

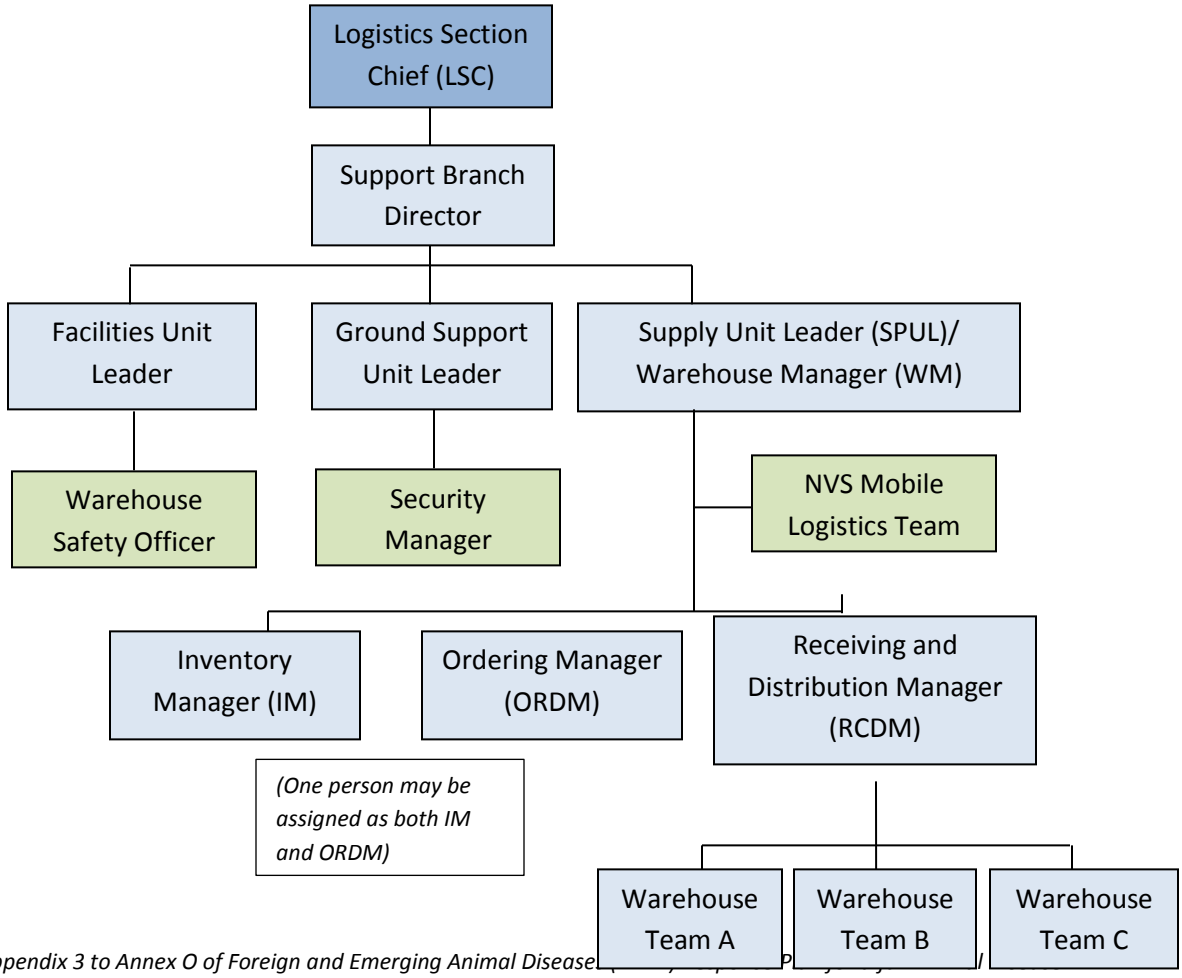
Warehouse Timeline

Step	Action	Responsible person
17	Setup inventory management system and load it with information on incoming NVS shipments.	Inventory manager
18	Tell the warehouse teams the status and problems to be reported and when.	Warehouse team leader
19	Provide information as requested on the NVS deployment to incident command (PIO or JIC) for release to the public via the media.	SPUL
20	Identify the initial requirements of each field location, determine whether the NVS shipment will satisfy them, and decide how to apportion incoming shipments if they cannot fill all requirements.	Incident commander
The NVS arrives within 24 hours of APHIS approval.		
21	Distribute job aids to warehouse staff	SPUL
22	Create appropriate floor markings and signage. Check for visibility	Warehouse team
23	Receive, count, and store shipments from the NVS and other sources.	Warehouse team
24	Record receipts in inventory management system.	Inventory manager
25	Create issue documents to fill responder initial requirements.	
26	Pick, stage, and load issues to fulfill initial responder requests.	Warehouse team

Note: JIC = joint information center; PIO = public information officer.

Section G - Logistics Roles and Responsibilities

Logistics Section Supply Unit Organization Chart



Reference: Appendix 3 to Annex O of Foreign and Emerging Animal Disease [illegible] Response ICP Organizational Chart.

The scale of an event and the Incident Commander will determine who performs each of the jobs below. When the Logistics Plan is activated, the Logistics Section Chief (LSC) will designate a Supply Unit Leader (SPUL). This person will serve as Warehouse Manager unless multiple warehouses are activated. In this case, a Warehouse Manager will be assigned for each warehouse that is activated.

Consideration should be given to designating one warehouse team for general supplies, and one for vaccine management. If large animal handling equipment is to be delivered to the same site, a technical specialist may be assigned to coordinate the receipt of that equipment. Antivirals may be received and handled by the medical unit leader, or by a state/federal veterinarian until such time as a medical unit leader arrives. Assistance will be requested from the Texas Department of State Health Services (DSHS) to provide a medical unit leader, and to coordinate storage, inventory, handling, and dispensing of any antiviral medications.

Incident Command and General Staff Responsibilities

The following are Incident Command and general staff responsibilities that directly support the logistics response and resource management for a Type 1 or Type 2 incident.

1. **Incident commander**
    a. Manages the incident and is responsible for all logistics functions in the absence of an LSC.
    b. Identifies warehouses to activate or identifies other suitable facilities more conducive to support the logistics response.
    c. Assigns a safety officer to oversee warehouse safety.
    d. Directs the demobilization of ICS staff and activities, including deactivation of warehouses at the end of an event.
    e. Forwards the operations section chief's status reports on 3D response support services to the assigned COTR or the NVS director.
2. **Logistics Section Chief**
    a. Activates warehouse facilities and staff.
    b. Ensure adequate workers are available for vaccine receiving.
    c. Assigns a SPUL, or becomes responsible for all supply unit functions in the absence of a SPUL.
    d. Mobilizes staff members using contact information to alert the SPUL and other unit leaders to report.
    e. Provides an initial incident briefing to the SPUL upon arrival.
    f. Assigns a facilities unit leader
        i. Facility security manager
        ii. Facilities maintenance specialist to coordinate with the warehouse facility liaison.
    g. Assigns a ground support unit leader to
        i. Qualify and manage equipment operators for the warehouse.
        ii. Interface between warehouse staff that picks and stages responder orders and the drivers who deliver them.
        iii. Assign dispatcher to assign deliveries to specific drivers and trucks, monitor the progress of each delivery vehicle, and resolve mechanical or traffic problems that drivers encounter.
        iv. Develop a tracking system for delivery locations and status of deliveries, preferred and problem routes, and vehicle repair, fuel, or other support.
    h. Assigns a communication unit leader
        i. Dispatch manager
        ii. Communications manager.
    i. Assigns other unit leaders, such as the medical unit leader, as needed to directly support the supply unit.
    j. Collaborates with Incident Command and general staff during planning cycle to identify and secure resources for upcoming operational periods as requested by the operations section.
    k. Deactivates warehouse facilities and staff during demobilization.

l. Ensures that NVS inventory is properly secured, used, recovered, decontaminated, and returned.
m. Ensures that all human anti-viral medication distributed to field responders is accounted for.
n. Ensures that any unused human anti-viral medication distributed to field responders is returned if required.

3. Planning section chief

a. Assigns a resources unit leader to identify, check in, and track personnel and equipment, and directly support the supply unit.
b. Assists in requesting 3D response support services from the NVS.
c. Directs 3D response support services to the operations section when check-in is complete.
d. Assigns a demobilization unit leader.

4. Operations section chief

a. Assigns tasks to 3D response support services in accordance with the scope of work.
b. Provides status reports on 3D response support services to the incident commander.
c. Provides the response sites a list or returnable items and pickup times for NVS returnable items and unopened items. Directs incident sites to clean and decontaminate NVS supplies and equipment before returning them to the State warehouse when operations cease.

5. Finance/administration section chief

a. Assigns a time unit leader.
b. Assigns a cost unit leader.
c. Assigns a procurement unit leader.

In a Type 3 incident when Incident Command is not fully staffed, the incident commander and LSC will ensure sufficient ICS staff to support the supply unit.

Supply Unit Leader (SPUL) Responsibilities and Support Documents

Areas Assigned to: Warehouse
Unit Assigned to: Supply unit in logistics section
Reports to: LSC
Supervises: IM, ORDM, and RCDM.
Minimum Qualifications: Understands ICS and warehouse management, managerial experience.
Job Description: Provides overall supervision and leadership to the Supply Unit, including warehouse management, inventory management, and ordering. Delegates responsibility for managing the warehouse floor to the RCDM and warehouse teams to receive, store, pick, stage, and distribute resources. Delegates responsibility to the IM and ORDM.

General Responsibilities

1. Reports to LSC.
2. Functions as the overall warehouse manager and defines the warehouse organization. Assigns the following subordinate managers for managing warehouse activities:
    a. IM
    b. ORDM
    c. RCDM.
3. Designates person(s) responsible for pulling packing slips, identifying duplicates, and QC'ing inventory entries
4. Provides just-in-time training to personnel as required.
5. Coordinates with the safety officer and the security manager to ensure warehouse activities and facilities are safe and secure.
6. Coordinates with plans section's resource unit for check-in, status of warehouse personnel and equipment/supply resources, and demobilization.
7. Coordinates within logistics section's
    a. Communications unit to develop plans for the use of incident communications equipment and facilities and installing, testing, and maintenance of warehouse communications and information technology equipment.
    b. Facilities unit facilities maintenance specialist (and warehouse facility liaison) to help identify and activate warehouse facilities in proximity to affected animal populations and of sufficient size to accommodate the volume of expected receipts. Also coordinates with the security manager in the facilities unit to provide safeguards necessary for protection of warehouse personnel, inventory, and property from loss or damage.
    c. Ground support unit to dispatch for MHE operators for the warehouse, vehicles, and drivers to deliver supplies and equipment to responders. Special handling will be necessary to protect temperature- and weather-sensitive items in transit to responder locations.
8. Coordinates with the finance/administration section's time, cost, and procurement units.
9. Coordinates with the NVS MLT, if on site, or NVS DMT at APHIS Headquarters.
10. Follows ICS processes and procedures.

11. Solves problems and answer questions.
12. Maintains a log of events, key decisions, and issues using ICS 214 unit log or similar electronic document.

Specific Actions

Warehouse Activation Duties

1. Receives initial briefing from the LSC (or support branch director)
2. Recalls and briefs the supply unit staff, including volunteers.
3. Collaborates with the facilities unit leader to activate the primary warehouse, place secondary facilities on standby, and notify all warehouse supporting agencies, organizations, and businesses.
4. Coordinates with the facilities unit leader and warehouse facility liaison to help establish utilities such as water, electricity, lighting, and other operational support for the logistics response.
5. Coordinates with security manager, warehouse facility liaison, and safety officer on safety and security risk assessment prior to declaring the warehouse operational.
6. Coordinates with the safety officer, security manager, and RCDM to modify Appendix F Safety Plan (if necessary).
7. Coordinates with the safety officer to identify location and contacts for local hospitals and emergency services.
8. Works with communication unit leader to modify Appendix E Communications Plan (if necessary).
9. Works with the ground unit leader to arrange delivery of warehouse equipment, fuel, and a power source to charge electric MHE (forklifts).
10. Works with the LSC to identify initial requirements of responders, determines whether incoming shipments will satisfy the requirements, and decides how to apportion the shipment if it cannot fill all requirements.
11. Identifies the number of trucks and expected inventory for inbound NVS shipments with the NVS DMT.
12. Coordinates and tracks inbound shipments from other sources (State, industry, local).
13. Identifies reports and reporting frequency that Incident Command requires, including information to the public information officer for release to the public and media.
14. Initiates and maintains a log of events, key decisions, and problems.

Mobilizing Staff

1. Develops the warehouse organization and assign warehouse activities.
2. Alerts subordinate managers using contact information in the supply unit assignment list to report immediately and mobilize their staffs.
3. Directs subordinate managers and staff members to report to the plans section for check-in.
4. Defines the warehouse facility operational period (such as 24 hours or 12 hours).
5. Collaborates with the ground support unit leader to mobilize credentialed MHE operators.
6. Collaborates with the facilities unit leader and the warehouse facility liaison to assess how the warehouse will support the incident.

7. Oversees the transfer and setup of the warehouse.
8. Walks through the warehouse with the facilities unit leader and the warehouse facility liaison to understand utilities, security, and layout. Documents the condition of the warehouse prior to commencing operations (photos are recommended).
9. Creates appropriate floor markings and signage. Check for visibility.
10. Commences warehouse activities as soon as possible, specifically before the first NVS shipment arrives.
11. Conducts initial situational briefing to subordinate managers, including the status of inbound shipments from the NVS and other sources.

Preparing for Warehouse Activities

1. Coordinates with the facilities unit leader to document the condition of the warehouse at the time of transfer and place barriers to prevent unauthorized entry. Documents findings on ICS 214 unit log.
2. Coordinates with facilities unit leader and ground support unit leader to identify and mark ingress and egress for driveways, identify parking for warehouse workers, designate traffic flow outside the warehouse, and ensure unloading docks or areas are prepared to receive tractor trailers.
3. Receives identified personnel requiring access to warehouse facility from the plans section chief.
4. Communicates with the security manager to ensure all warehouse staff members and visitors check in through the plans section resource unit leader and wear badges, if required.
5. Receives additional identification for warehouse personnel from the plans section chief.
6. Collaborates with the communications unit leader to
    a. install and maintain computer systems, networks, software, and Internet access;
    b. establish and test primary communications methods (telephone, satellite phone, cell phone, fax, e-mail, hand-held radio) and secondary methods (telephone, satellite phone, cell phone, fax, e-mail, hand-held radio); and
    c. Coordinates field deliveries scheduled with the dispatch manager.
7. Coordinates with the ground support unit leader to ensure MHE (both forklifts and pallet jacks) are available to offload containers from the trucks and certified forklift operators are mobilized.
8. Directs the ORDM to order general office support items.
9. Prepares a meeting room at the facility.
10. Establishes personnel support amenities (restrooms, break areas, place to secure personal items, food and beverages, and kitchen equipment such as coffee makers, refrigerators, ice machines, and microwaves).
11. Arranges garbage collection, cleaning services, and other operational support services.
12. Collaborates with the resource unit leader to determine the type and amount of supplies and equipment on hand and en route.
13. Collaborates with the LSC to determine the method of distributing equipment and supplies to responders (delivery by vehicle to the field or pickup by the responders at the warehouse).

14. If vaccine will be received, verifies the vaccine procedures for safe handling, security, sampling, and disposition of damaged and excess inventory with the LSC.

Commencing Operational Periods

1. Reviews the event/issue log from the previous shift.
2. Ensures all staff members and visitors are properly checked in through resource unit in the planning section.
3. Creates and distributes appropriate job aids.
4. Provides staff members with job responsibilities that identify their duties and tasks.
    a. Briefs the warehouse staff on the following:
        i. Incident progress
        ii. Objectives for each operational period in support of the incident action plan
        iii. Work assignments (adjusted when necessary)
        iv. Job hazards and safety concerns
        v. Coordination of team efforts.
    b. Answers questions.
    c. Provides just-in-time training, including
        i. NVS familiarization,
        ii. site-specific warehouse actions,
        iii. general warehouse safety, and
        iv. warehouse team safety.
    d. Cross-trains for critical positions.

Continuous Job Duties

1. Receives a briefing from the LSC and previous shift SPUL and reviews the job action sheet. Reviews the incident action plan for information affecting the supply unit.
2. Identifies, assigns, and directs subordinate managers.
3. Reviews work schedules and staff assignments; modifies them as necessary.
4. Directs managers where and when to report status and problems.
5. Establishes the schedule for operational briefings.
6. Briefs supply unit managers (IM, ORDM, and RCDM) on the incoming shift.
7. Receives resource orders from authorized incident staff members. Confirms and documents them on the resource order forms (ICS 259-3 or ICS 213 RR-CG):
    a. Qualifying specification (size, extra equipment, PPE, qualifications, etc.)
    b. Desired delivery time and location, person ordering, and person and contact information to whom the resource should report or be delivered.
8. Coordinates with the NVS MLT on site or the NVS DMT at APHIS Headquarters on the use of and need for additional NVS resources.
9. Alerts the LSC to changes in resource availability that may affect incident operations, including workload (number of personnel present, number of hours worked, and shortages or overages of warehouse personnel).
10. Addresses supply unit problems and issues.

Distributing Inventory to Responders

1. In coordination with the logistics and operations section chiefs, determines the best process to distribute resources to field responders (delivery by vehicle to the field or pickup by responders at the warehouse).
2. Once the distribution process is determined, delegates the warehouse functions of the process to the RCDM.

End of Shift Duties

1. Completes the ICS 214 unit log and forwards it to the LSC.
2. Briefs the incoming SPUL.
3. Checks out with the resource unit in the plans section.

Demobilization Duties

1. Follows the demobilization plan.
2. Coordinates with the operations section to ensure field responders decontaminate and return NVS supplies and equipment when operations cease.
3. Coordinates with the ground support unit and communications dispatcher to arrange pickup times at the response sites.
4. Coordinates with the NVS MLT, if one is on site, or the NVS DMT for transportation to return items to the NVS logistics center.
5. Directs deactivation of warehouse operations.
6. Directs staff members to return the warehouse to its normal operating condition.
7. Demobilizes the staff:
    a. Debriefs the staff to acquire information for the after action report.
    b. Dismisses the staff to check out with the resource unit in the plans section.
8. Identifies after action report issues.
9. Participates in the after action review.
10. Completes administrative actions:
    a. Communicates with finance and planning to ensure finances, agreements, and contracts are completed and closed properly.
    b. Communicates with the documentation unit:
        i. Files staff contact information.
        ii. Creates and forwards an after action report of warehouse activities, problems, and issues to the supervisor.
11. Participates in the after action review of incident activities.

Shutting Down and Returning Warehouses to Normal Business

1. Oversees, with the facilities unit leader, the following:
    a. Break down, disassembly, and removal of all markers, barriers, signs, and other incident-specific items in the warehouse
    b. Return of all incident support equipment (computers, phones, radios, fax, etc.)
    c. Return of rented equipment (forklifts, pallet jacks, etc)

d. Facility cleaning and trash removal.

2. Walks through and inspects the warehouse with the facilities unit leader and the warehouse facility liaison and documents findings on the ICS 214 unit log.
3. Returns the facility back to its owner and daily operations

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned		
Name	ICS Position	Home Base

8. Activity Log	
Time	Major Events

9. Prepared by (Name and Position)

Inventory Manager (IM) Responsibilities and Support Documents

Areas Assigned to: Warehouse

Unit Assigned to: Supply unit in logistics section

Reports to: SPUL

Supervises: This is not a supervisory position

Minimum Qualifications: Understands the ICS and has experience with material acquisition and basic inventory management operations.

Job Description: Maintains a continuous record of incoming material, outgoing stock, and discrepancies. Maintains cost accounting of ordered and issued material. Supports storing, picking, recovery, and return actions by the warehouse teams. Performs the duties of the ORDM if one is not assigned.

General Responsibilities

1. Manages warehouse inventory by
    a. recording incoming supplies and materials,
    b. subtracting pick sheet quantities,
    c. adjusting on-hand balances on the basis of counts of physical inventory in the warehouse, and
    d. monitoring on-hand balances for timely replenishments.
    e. Assigning individual numbers to orders/requests
    f. Identifying consumable and non-consumable items, equipment, and supplies.
2. Creates pick sheets, packing slips, and inventory reports.
3. May also perform the duties of ORDM for smaller, less complex incidents, if an ORDM is not assigned.

Specific Actions

Warehouse Activation Duties

1. Receives initial briefing from the SPUL and confirms the inventory management system to use for the incident.
2. Sets up inventory management desk, complete with office supplies, including in/out boxes, computer, printer, copier, and fax machine.
3. Prepares the inventory management system to receive and manage data.
4. Receives the NVS shipment file (see below) by e-mail from the NVS DMT at APHIS Headquarters prior to initial shipment.
5. Transfers data from the NVS shipment file into the State inventory management system.
6. Collaborates with the RCDM to confirm warehouse locations for receipts in accordance with the warehouse diagram, or identifies new locations and helps create new warehouse diagrams.
7. Enters warehouse locations.
8. Enters customer destination information.
9. Coordinates document flow of receiving and processing customer orders.
10. Communicates inbound shipment status to the SPUL and RCDM.

11. Coordinates daily status reporting with the logistics section and NVS MLT, if on site, or the DMT at APHIS Headquarters.
12. Creates first Distribution Log

Beginning of Shift Duties

1. Checks in with resource unit in plans section.
2. Receives briefing from the SPUL and previous inventory personnel, and reviews job responsibilities.

Job Duties

1. Collaborates with the RCDM to identify warehouse locations for incoming supplies.
2. If animal vaccine will be received, verifies with the SPUL any additional vaccine inventory procedures that may be required.
3. Upon receipt of inventory, enters information (such as item, source, returnable status, and the quantity received) for each item in the State inventory management system.
4. Receives field requests from the SPUL and enters the information into the State inventory management system.
5. Alerts the RCDM when on-hand quantities cannot satisfy all field requests and seeks SPUL guidance on how to apportion available assets.
6. Creates pick sheets and packing slips for the warehouse team to fulfill responder orders, using examples included in this section. Pick sheets identify warehouse location, item description, stock number, pick quantity, issue unit of measure, and packaging
7. Generates and provides the RCDM two packing slips for each order. The RCDM retains one copy of the packing slip to give to the delivery or pickup driver, and the warehouse team places the other on the pallet for that order. If there are multiple pallets, the warehouse team will make copies of the packing slip and affix one to each pallet.
8. Monitors and adjusts on-hand balances for receipts and responder orders of each item from each source.
9. Adjusts on-hand quantities in the system on the basis of physical inventories of items in storage.
10. Monitors inventory levels and forwards ordering requirements to the ORDM when the on-hand balances drop to reorder levels.
11. Coordinates with the ORDM for local purchase of supplies.
12. Maintains a list of names, dates, items, and quantities of responder orders from warehouse to field responders.
13. Maintains copies of chain-of-custody forms, if required, for returnable items issued to responders.
14. Maintains addresses of all delivery locations to support staging, distribution, and recovery of specific, non-consumable items after an event.
15. Prints packing slips that warehouse team members can place on the outside of each pallet in the staging area.
16. Answers questions on receipts, responder orders, reorders, and inventory.

17. Provides reports to SPUL on inventory activity, including
    a. responder orders, reorders, and possible shortages;
    b. a daily receipt summary (bill of lading number or purchase order number and shipper);
    c. a daily distribution summary of direct responder orders (responder name, items, and quantities) and deliveries (destinations, quantities, and number and type of trucks);
    d. outstanding orders; and
    e. open issues (inventory concerns, personnel concerns, damage reports, and inventory not received).
18. Resolves inventory management problems.

Recovering and Returning Inventory

1. Creates a list by responder of all issued durable goods and returnable items the NVS and other sources want returned.
2. Reviews the inventory management system to identify NVS returnable items sent to response sites and in the warehouse. Coordinates with the SPUL and NVS MLT to identify other returnable items such as unopened items.
3. Prepares a return shipment list for the SPUL to coordinate with the MLT (if on site) or DMT.

End of Shift Duties

1. Briefs incoming the IM.
2. Checks out with the SPUL and the resource unit in the plans section; verifies return schedule.

Demobilization Duties

1. Follows the demobilization plan.
2. Participates in the unit debrief.
3. Identifies issues for the after action report.
4. Participates in the after action review.

NVS Shipment File All NVS shipments will contain a manifest that identifies the contents of the shipment and the location of each item in the shipment.

Pick Sheet 2

Issue Order Date: 2/16/2011

POC Name:

Ship To: Benley Farm

Ship To Address: 13 Turnip Lane
Rosewood AZ

WH location	Stock Number	Item description	Pick Quantity	Issue unit of measure (IUM)	Packaging
2					
	Z888-00-000-8111	POOL, POP UP, ULTRA	1	EA	1 EA per EA
	Z888-00-000-8064	BUCKET W/ COVER, 5 GAL	1	EA	1 EA per EA
	Z888-00-000-0105	VIRKON, 10 LB CONTAINERS (4/CS)	1	BX	4 BX per CS
	Z888-00-000-0088	TEST STRIPS, VIRKON (1/BX)	1	BT	1 BT per BX
3					
	Z888-00-000-8007	BATTERY CHARGER, SMART (10/CS)	2	EA	10 EA per CS
	Z888-00-000-8006	BATTERY, NiMH, BP-15 (10/CS)	2	EA	10 EA per CS
	Z888-00-000-8001	KIT: PAPR, 3M, BREATHE EASY consisting of the components	2	KT	1 KT per KT

Example of Electronic Warehouse Pick Sheet

Example of Manual Warehouse Pick Sheet

Pick Sheet #1

Pick Date : 2 August 2011
POC Name: Dr. DooLittle

Ship To Destination Name and Address *Farm A POC Number: (123) 456-7891*
123 Farm Way
Lewes, DE 19958

GPS Lat/Long: 38.774/-75.139

WH Location	Item Description	Stock Number	Pick Qty	Issue Unit of Measure (IUM)	Packaging
A4	Tape, Yellow, Caution-Black	Z888-00-000-0458	3	Roll	15 rolls per Case

Picked By: __**John Right**_____ **Date/Time:** __**3 August 2011**_____ **Quality Control Representative Initials:** ___**HA**____

WAREHOUSE PICK SHEET

Destination/
Delivery Point: _____ Point of Contact: _____

Drop Site: _____ Direct pick up by:_____

Warehouse Location	Module / Pallet/Item #	Description	Qty	Unit of Issue

Picked by: _____ Date: _____

Quality Control Check: _____

Example of Manual Warehouse Packing Slip

Packing Slip #1

Issue Order Date : 2 August 2011

POC Name: Dr. DooLittle

Ship To Destination Name and Address *Farm A*
123 Farm Way
Lewes, DE 19958

POC Number: (123) 456-7891

Stock Number	Item Description	Quantity	Issue Unit of Measure (IUM)
Z888-00-000-0458	Tape, Yellow, Caution-Black	3	Roll

Quality Control Checked By: ___Henry Adams_____ Date/Time: _____August 3, 2011_____

Packing Slip #____

Issue Order Date : _____

POC Name: _____

Ship To _____

POC Numb_____

GPS Lat/Long: _____

Stock Number	Item Description	Quantity	Issue Unit of Measure (IUM)

Quality Control Checked By: _____ Date/Time: _____

NVS Shipment File Description

General. The NVS shipment file is a Microsoft Excel file (sent via e-mail to the States ahead of the shipment) that displays information on the supplies and equipment the States will receive. It includes information such as the form of shipment (tri-wall, pallet, refrigerated box, etc.), push pack module number, quantity shipped, item description, stock number, and quantities of items initially deployed.

Column Descriptions

Column A "Form" identifies whether the container shipped is a tri-wall, pallet, refrigerated box, or of another configuration. It indicates the push pack container number or pallet number for non-push pack items.

Column B "Number" identifies the tri-wall, pallet, or other container number. For example, taken together, columns A and B indicate *tri-wall 4*

Column C "Total in shipment" indicates the number of containers shipped by the NVS for that particular container.

Columns D–R provide the NVS shipment stockage list, packaging, and kit information:

- **Column D "Index"** is a reference number used to identify the items in a specified tri-wall, on a pallet, or in another container. These numbers correspond to the index number of the items found on packing slips attached to the containers.
- **Column E "Stock number"** indicates the unique NVS-assigned stock number for push packs and other NVS material.
- **Column F "Item description"** is the NVS short description.
- **Column G "RUMs per container"** is the number of items per container at the kit and bulk levels. It does not include the component items within kits.
- **Column H "Receipt unit of measure (RUM)"** identifies the unit of issue the States will use to receive and inventory the items. It may be the same unit of issue used to inventory and issue the items. For example, *Aprons, Disposable*, come in a pack, so the RUM is PK. *Aprons, Disposable*, may be issued as individual items, so their issue unit of measure (IUM) is EA.
- **Column I "Value per RUM"** is the cost or value associated with each stock number in Column E.
- **Column J "Issue unit of measure (IUM)"** represents the type of packaging that the warehouse will inventory and issue. For the purposes of this spreadsheet, this is normally at the lowest item level (such as each or pair).
- **Column K "IUMs per RUM"** represents the number of items available for issue per RUM. For example, *Aprons, Disposable*, come in 100 eaches per pack.
- **Column L "Package description"** is the combination of Columns K, J, and H. It describes how many IUMs are in a RUM.

- **Column M "Total items per pallet (IUMs)"** is the number of items per container in IUM. This is a calculated field that takes the number of RUMs per container (column G) and multiplies it by the number of IUMs in a RUM (column K). For example, *Aprons, Disposable* (Stock Number Z888-00-000-8052), has 5 packs per container. A pack contains 100 eaches of aprons, so 500 eaches are in one container.

- **Column N "Return Items Y/N"** is a one-position alphabetic code that indicates the turn-in requirement. A Y code indicates the item needs to be returned to the NVS. An N code means the State should retain or dispose of the unused material.

- **Column O "Lot / Serial #"** identifies the lot or serial numbers for the item associated with the stock number in Column E.

- **Column P "Expiration Date"** identifies the expiration date for the item associated with the stock number in Column E.

- **Column Q "Kit Rel'n"** identifies the relationship of the item to other items in the delivered container. The types of relationships are as follows: Bulk refers to items in a container that are not associated with a kit, Kit refers to the end item that includes components, and Comp refers to the component items of a kit.

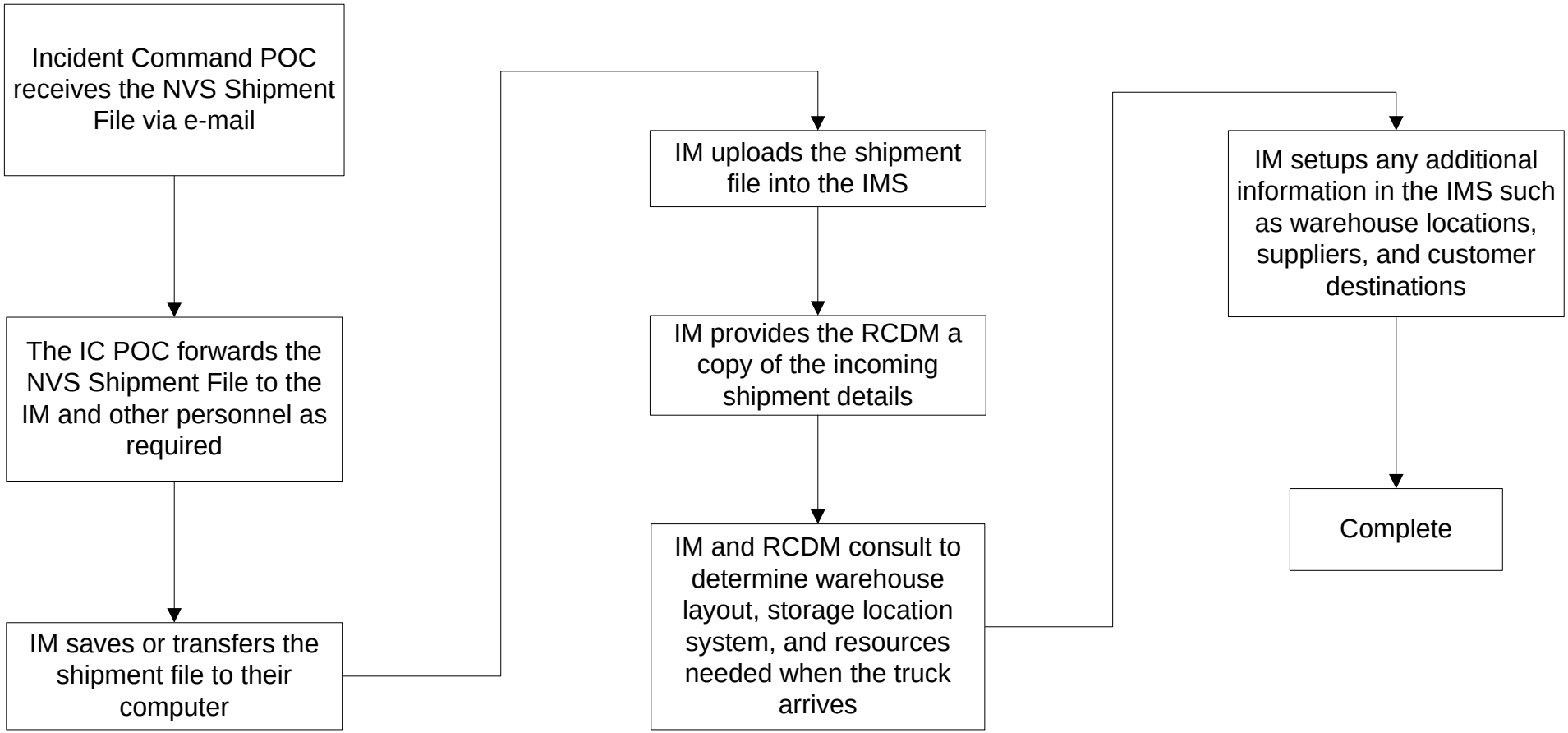
- **Column R "Kit index"** links kits and their components. All components of a kit will be linked back to the index number of the kit.

Column S "Kit qty (IUMs)" identifies how many component units of issue are in one kit.

The NVS shipment file uses the following abbreviations:

bt	bottle
bx	box
cc	cubic centimeter
cs	case
dz	dozen
ea	each
g	gauge
gal	gallon
lb	pound
lg	large
ml	milliliter
NiMH	nickel-metal hydride
NVS	national veterinary stockpile
PAPR	powered air-purifying respirator
pkg	package
PPE	personal protective equipment
pr	pair

NVS Shipment File Process



Ordering Manager (ORDM) Responsibilities

Areas Assigned to: Warehouse

Unit Assigned to: Supply unit in logistics section

Reports to: SPUL

Supervises: This is not a supervisory position.

Minimum Qualifications: Understands the ICS and has experience with material acquisition and basic inventory management operations.

Job Description: Orders material to support incident response operations and maintains a continuous record of orders.

General Responsibilities

1. Works directly with the IM.
2. Provides a single point of resource ordering for the incident.
3. Maintains a list of sources from which equipment, supplies, and personnel can be ordered.
4. Locates requested resources.
5. Coordinates with the SPUL and IM to process orders for replenishments and new items in sufficient time to equip field responders with what they need.
6. Orders resources by quantity, kind, and type.
7. Specifies reporting location, requested time of delivery, person/title placing request, and callback phone number or radio designation for clarifications or additional information.
8. Coordinates with the finance and administration section to track procurements and costs.
9. Coordinates with the NVS MLT, if one is on site, or the NVS DMT at APHIS Headquarters for acquisitions from the NVS program.

Specific Actions

Warehouse Activation Duties

1. Receives a briefing from the SPUL to determine ordering parameters, authorities, and restrictions. Determines charge code and scope of supply process and confirms ordering procedures. Confirms the information required on ordering forms (ICS 259-3 Resource Order Form, ICS 213 RR-CG Resource Request Message), authorized spending limitations, approvals required, and document flow. Confirms process for emergency resource orders directly from field responders.
2. Sets up the ORDM desk, complete with office supplies and other resources necessary to perform the job.
3. Identifies potential suppliers, local and national, for required response material.
4. Collaborates with the procurement unit leader to identify the fastest authorized means for procuring additional material and confirming the process for coordinating contract related activities.
5. Collaborates with the finance/administration section to confirm the process for emergency purchase orders.
6. Identifies all potential customers within the supported area.
7. Communicates ordering procedures to the IM, RCDM, and SPUL.
8. Coordinates daily reporting requirements with the SPUL.

Beginning of Shift Duties

1. Checks in with resource unit in plans section.
2. Receives a briefing from the SPUL and previous shift's ORDM.

3. Reviews job responsibilities.

Ordering Inventory

1. Coordinates with the IM to establish order triggers, such as when the on-hand balance of an item drops to less than 50 percent or a quantity based on demand history.
2. Receives resource orders from the SPUL or other authorized incident staff member for upcoming operational periods.
3. Completes the ICS 259-3 Resource Order Form or ICS 213 RR-CG Resource Request Message with a supporting purchase order sheet from the inventory management system to order supplies, equipment, and services. Considers using color codes or colored paper to help track specific resources by category.
4. Places timely reorders to prevent depletion of critical supplies.
5. Tracks the price for resources to support the reimbursement process.
6. Records all open orders in the inventory management system's inbound order module or spreadsheet. Tracks the resource name, number, and other identifiers, including estimated time of arrival.
7. Tracks reorder actions.
8. Provides the SPUL with reports on orders and changes in resource availability that may affect incident operations (backorders, delays, substitutions, no source found, etc.). Advises the IM, RCDM, and SPUL immediately if orders cannot be filled.
9. Closes out due-in and back orders in the system as material is received and product is delivered.

End of Shift Duties

1. Briefs the incoming ORDM and other personnel, as needed.
2. Checks out with the SPUL and the resource unit in the plans section.

Demobilization Duties

1. Follows the demobilization plan.
2. Participates in the unit debrief .
3. Identifies issues for the after action report.
4. Participates in the after action review.

Example

INCIDENT/PROJECT ORDER NUMBER

RESOURCE ORDER

INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME	3. INCIDENT /PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER
052109/1300	NVS NE FSE		

5. DESCRIPTIVE LOCATION/RESPONSE AREA	6. SEC.	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER	9. JURISDICTION/AGENCY
NE NVS Warehouse	7. MAP REFERENCE				402-474-abcd	NE Department of Agriculture 10. ORDERING OFFICE Warehouse Phone Number TBD

11. AIRCRAFT INFORMATION			LAT.		LONG.			
BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS

12. Request Number	Ordered Date/Time	From / To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To / From	Time	Agency ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED Date	RELEASED To	Time / ETA
001	052109 1200	OM / MAL	6	Z888-00-000-0105	052309 0800	NE Whs	TO BE FILLED OUT AFTER RECEIPT OF SHIPMENT INFORMATION							

13. ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN	ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN

ICS 259-3 (7/87) NFES 2202

RESOURCE ORDER

INCIDENT/PROJECT ORDER NUMBER

INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME	3. INCIDENT /PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER

5. DESCRIPTIVE LOCATION/RESPONSE AREA	6. SEC.	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER	9. JURISDICTION/AGENCY
	7. MAP REFERENCE					10. ORDERING OFFICE

11. AIRCRAFT INFORMATION			LAT.		LONG.			
BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS

12. Request Number	Ordered Date/Time	From / To	Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To / From	Time	Agency ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED Date	RELEASED To	Time / ETA

13. ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN	ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN

ICS 259-3 (7/87) NFES 2202

Instructions for Resource Order Form ICS-260 (and ICS-259 series on colored card-stock) by LSC/ SPUL/ORDM and staff

drafted by James D. Spitzer on 10/3/06

Upon start-up or escalation into a large-scale formal ordering process, the LSC (LSC) (or SPUL or ORDM as assigned; ORDM or ORDM will be used hereafter) must establish the ordering system for using and displaying resource ordering information in ways that Ordering Staff and others can easily apply and understand. Standard resource ordering forms will ensure a logical, accountable, and verifiable ordering process. The ICS-260 is a generic form. The ICS-259-series forms are the same format as the 260 form, but they are on colored card-stock paper pre-labeled with specific categories of resources such as **Engines, Dozers,** and **Supplies**. Each form has a continuation sheet of the same number. Colored forms can help users maintain and monitor resource order status. Therefore labels might be blocked out and over-written with resource categories that better fit the scenario, such as **Ventilators, Nurses,** and **Supplies** in a medical/health emergency. The ORDM needs to develop and require the use of keys/codes, abbreviations, standards of work, and formats such as:

A. Key for the color/number of form to use for what resource category. Enter the category name on each form in the space under Resource Order on the upper left of the first page of the forms. For a health/medical incident, a yellow colored ICS-259-9 form for 'Equipment' may have 'Equipment' blocked out and replaced by another or more specific resource category, such as 'Ventilators.'

B. Distinctive 'Request Number' code and numbering system for use in the first column of #12 on the form (for example an Overhead ICS-259-13 form could be just for Nurses, and the Request Numbering sequence could be prefaced by N, that is N-1 for the first request). This number is important. It must be unique as it is used to track that resource from order, to assignment, to demobilization;

C. Standard convention for entering dates and times [for example set the convention to use date/time groups that are always local time an use the 24 hour clock; so 122015 is the 12 date of the month at 8:15 PM]. Consistency helps avoid confusion;

D. Key of abbreviations for use in the 'Deliver To', Agency ID, and under with the names entered in 'From/To' columns for every supporting and contributing organization (such as MHD for Multnomah Health Dept; LGS for Legacy Good Samaritan, or KSU for Kaiser Sunnyside) and a for incident operations organization elements (such as BD = Benson Division; ICP = Incident Command Post; or Pioneer Sq Staging).

E. Require Resource Requested and Action Taken entries (5th column of #12) including the not only the initials of the persons giving or taking orders but also the agreed upon abbreviation of the individual's 'home' organization. This assures accountability, verification, and allows reconstruction of actions.

Number/Name of Cell	Info. Required & Purpose	Notes
Top of Form (above Cell 12)	**Incident, ordering office, and supporting aircraft information.**	
Initial Date/Time	Date/time (local time) that this form was begun. This allows easy chronological posting, sorting, and filing of multiple forms.	Use date/time format required by Ordering Manager (OM).
2. Incident/Project Name	The incident name assigned by Incident Commander. This uniquely identifies the operation.	For operations requiring many response organizations, ensure each uses a unique name.
3. Incident/Project Order Number	Generally not applicable.	Obtain from Incident Commander or Finance Section Chief
4. Office Reference Number	Generally not applicable.	Unique number as may be required
5. Descriptive Location/ Response Area	General location of operations.	Another unique identifier along with #2.
6. Sec/Twn/Rng/Base MDM	Generally not applicable.	Geographic identifier generally only applicable to wild-land operations.
7. Map Reference	Generally not applicable.	Normally the name of a U. S. Geological Survey map quadrant or other map name.
8. Incident Base/Phone Number	Base or ICP name/location where logistics is located and main phone number.	
9. Jurisdiction/Agency	The primary organization providing Incident Command and this ordering process.	E.g. 'Multnomah County/ Health'; or Legacy/Good Samaritan'; or Portland EOC.
10. Ordering Office	Phone number(s)	
11. Aircraft Information	Generally not applicable.	Only applicable if aircraft are used to support logistics.

12. First 7 Columns	**Resource to order for incident.**	**Used along with comments in 13 and Remarks on reverse to track status of an order.**
12. Column 1st Column Request Number	Enter request number unique to this resource.	Enter the number according to the numbering system noted in B above.
12. 2nd Column Ordered Date/Time	Date/time resource request received.	Use date/time convention noted in C above.
12. 3rd Column From/To	Initials and organization of ordering official placing the order (From) and individual at ordering point taking the order (To)	Use accepted initials and abbreviations as noted in D above.
12. 4th Column QTY	Quantity	Ensure that resource order matches the request, e.g. do not order 200 boxes of 500 individual items if the need is for 200 individual items.
12. 5th Column Resource Requested	Describe resource specifically enough to that what is needed is what is procured. What size, capacity, qualifications, or other characteristics?	Enter initials as described in E above.
12. 6th Column Needed: Date/Time	Date/Time needed at the 'Deliver To' location and ready to work.	Use date/time convention (see C above)
12. 7th Column Deliver To	Name incident facility to deliver the resource to.	E.g. Command Post, Staging Area, Warehouse at Incident Base. Have map that shows facililities and addresses of locations including latitude and longitude if deliveries are by air.
13. Order Relayed information	Actions taken in processing orders noted above.	Use same date/time, To/From protocols set by OM and used above.
REMARKS (reverse side)	Record important notes.	

12. 8th – 12th Columns	**Assignment of resource to incident.**	
12. 8th Column To/From	Initials/organization of who is accepting (To) the report that a resource is assigned who reported (From) the assignment.	Not much space, so use agreed upon abbreviation for organization.
12. 9th Column Time	When reported that order was filled.	Use date/time convention (see C above)
12. 10th Column Agency ID	Abbreviation for agency or organization that owns the resource being provided.	Use accepted initials and abbreviations as noted in D above.
12. 11th Column Resource Assigned	Specific and unique name of the assigned resource.	E.g. name of individual, name of and team and its leader, number of a ambulance, fire engine or police car, license number of a vehicle
12. ETD/ETA	Estimated date/time of departure from where it is and estimated date/time of arrival to where it has been asked to be delivered to (column 7)	Use date/time convention (see C above). *Check box upon confirmation that it arrived at Deliver To location.*
12. 13th – 15th Columns	**Release of resource from incident.**	
12. 13th Column Date	Date released.	Use accepted convention for writing date.
12. 14th Column To	Where the resource is being sent.	Organization and location using accepted abbreviations.
12. 15th Column Time/ETA	Estimated time of arrival.	Use date/time convention (see C above). *Check box upon confirmation that it arrived 'home.'*
REMARKS (reverse side)	Record important notes.	

Resource Request Message

Purpose: The 213RR CG is used by all incident personnel to request tactical and non-tactical resources.

ICS-213 RR CG (2/07)

Requestor

1. Incident Name:
2. Date/Time:
3. Resource Request Number:

4. ORDER Note: Use additional forms when requesting different resource sources of supply

a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.	f. Requested Reporting Location:	Date/Time:	g. Order # (LSC)	h. ETA (LSC)	I. Cost

6. Suggested source(s) of supply - POC phone number if known and suitable substitutes:

6. Requestor Position and Signature: Date/Time:

7. Section Chief/Command Staff Approval: Date/Time:

Plans

8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.

a. ☐ b. ☐ Resources available as noted in block 12

c. ☐ Resources not available

9. RESL Review/Signature: Date/Time:

Logistics

10. Requisition/Purchase Order #:

11. Supplier Name/Phone/Fax/Email:

12. Notes:

13. Logistics Section Signature: Date/Time:

14. Order placed by (check box): ☐ SPUL ☐ PROC ☐ OTHER _____

Finance

15. Reply/Comments from Finance:

16. Finance Section Signature: Date/Time:

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & # 4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Ordorer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Pink copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

Instructions for filling out the ICS-213RR CG Form (5/06)

REQUESTOR: The requestor must fill in Blocks 1 through 9:

Block # 1	Incident name: This is the same as the name stated on the ICS-201 Form and/or the Incident Action Plan (IAP).
Block # 2	Current date and time when submitting request
Block # 3	Resource Request Number: This is to be assigned by the Section submitting request (i.e. CMD, OPS, PLAN, LOG, FIN)
Block # 4	Fill in blocks 4a through 4e. Items requested: Must include Quantity, Kind and Type (if applicable) and detailed description of requirements. **BE SPECIFIC AS POSSIBLE.** The request should focus on capability rather than naming the brand or specific item (e.g. helicopter capable of carrying 4 personnel from location A to B rather than requesting a Coast Guard H-65 helicopter). This gives the logistics section the ability to find the best resource to meet the need. 4.e Requested Reporting Location/Date/Time: This is self-explanatory and is required for ordering official. Leave blocks 4.f. ETA (LSC) and 4.g. Cost (FSC) blank. These will be filled in later by Logistics and Finance.
Block # 5	Suggested sources of supply and suitable substitutes: Enter applicable information if known.
Block # 6 & 7	Requestor: Print Name and Signature and date/time.
Block # 8	Approval: This must be approved by the Section Chief or Deputy Section Chief.
Block # 9	Check box if request is for tactical or personnel resource(s) and submit request to Resources Unit Leader (RESL) to review and approve since RESL tracks all tactical and personnel resources.

Request goes to RESOURCES UNIT if requesting Tactical/Personnel Resource(s):

Block # 10	Resources reviews request and checks to see if resource is available. If the resource is available, reassigns resource as appropriate and sends request back to requester with information noted as to reporting time, etc. The request form is then sent to Documentation Unit Leader (DOCL) for filing. If the resource is not available, RESL sends request to Logistics.

LOGISTICS SECTION: The following blocks are to be filled out be the Supply Unit (SPUL).

Block # 11	Logistics Order Number: To be assigned by Supply Unit.
Block # 12	Supplier Point of Contact, Phone Number and Fax Number: This information is needed for Credit Card purchases and/or Purchase Orders.
Block # 13	Notes: Enter applicable information as need for request.
Block # 4	ETA and Cost: SPUL or PROC fills in Estimated time of arrival (ETA) when determined and cost if known.
Block # 14 & 15	Approval: This must be approved by the Logistics Section Chief or Deputy Logistics Section Chief, printed name and signature is required with Date and Time of approval. Bottom Copy (pink) is retained.

FINANCE SECTION: The following blocks are to be filled out be the Procurement Unit (PROC), if applicable.

Block # 16	Indicates who is to place order as necessary.
Block # 17	Comments concerning request from Finance Section Chief or Deputy Finance Section Chief.
Block # 18 & 19	Approval: This must be approved by the Finance Section Chief or Deputy Section Chief, printed name and signature is required with Date and Time of approval. Bottom copy (green) is retained.
FILING	Original blue copy is returned to RESL for tactical/personnel resources ordered, and the requester for non-tactical. RESL will inform requester of status of request when form received. The white copy is sent to DOCL.

Note: Cost associated requests will not be ordered without approval from the Finance Section Chief or Deputy Finance Section Chief.

Form Filing: Blue (Original) – final disposition to RESL or originator for non-tactical resources, White (copy 1) to DOCL, Green (copy 2) to FIN, Pink (copy 3) to LOG, Yellow (copy 4) to Originator

Receiving and Distribution Manager (RCDM) Responsibilities

Areas Assigned to: Warehouse

Unit Assigned to: Supply unit in logistics section

Reports to: SPUL

Supervises: Warehouse teams

Minimum Qualifications: Understands the ICS and has administrative/management and warehouse operations experience.

Job Description: Manages the warehouse operations. Supervises warehouse teams on the conduct of warehouse operations, including receiving, storing, picking, staging, distributing, recovering, and returning warehouse inventory. Coordinates material delivery with the ground support unit and communications unit dispatcher.

General Responsibilities

1. Arranges the warehouse floor for efficient and effective material handling and flow.
2. Assigns and directs warehouse teams to receive, store, pick, stage, and distribute warehouse inventory. Assigns one member of warehouse team as leader.
3. Develops and maintains a distribution log to record pickups and deliveries. The warehouse team loads the shipment onto the delivery truck (and locks or seals the load if directed), and the driver and RCDM or designee sign the distribution log book acknowledging shipment pickup.
4. Follows communication, safety, and security plans and ICS processes and procedures.
5. Resolves warehouse operational problems and answers questions.
6. Records events, key decisions, and issues in the ICS 214 unit log.
7. Reports status and problems to the SPUL.

Specific Actions

Warehouse Activation Duties

1. Receives an initial briefing from the SPUL.
2. Coordinates with the SPUL to understand the quantities and types of resources anticipated from the NVS program and other sources.
3. Coordinates with the SPUL to obtain adequate staff, supplies, and equipment to support warehouse operations.
4. Lays out and diagrams the warehouse. Organizes the physical layout of receiving, staging, and storing areas, ensuring that
   a. sufficient space is available and
   b. material is protected from environmental hazards (wind, rain, leaking roofs, etc.).
5. Clearly marks entrance and exit for foot traffic.
6. Creates appropriate floor markings and signage. Check for visibility
7. Collaborates with the IM to confirm warehouse locations for receipts.
8. Posts and/or displays information to Distribution Log.

9. If vaccine will be received, verifies with the SPUL the procedures for safe handling, security, vaccine sampling, and disposition of damaged and excess inventory. Provides these procedures to the warehouse team member assigned as vaccine leader.

Preparing for Warehouse Activities

1. Sets up the RCDM desk, complete with necessary office supplies, including in/out boxes, forms/logs, and other resources necessary to perform the job.
2. Collaborates with the facilities unit leader and warehouse facility liaison to
   a. clear existing equipment and other items that support normal operations,
   b. move goods to another location if the facility normally functions as a warehouse, and
   c. use existing loading docks, MHE (such as forklifts and pallet jacks), personnel support services, and supplies if possible.
3. Coordinates with the IM for setup of receiving, storing, picking, and staging according to the agreed upon warehouse location system for inventory.
4. Sends the ORDM requests for MHE (including forklifts, pallet jacks, hand trucks, and utility carts), fuel, empty pallets, stretch-wrap devices, operational support items, utilities (electricity, light, heating, air conditioning, and ventilation), and support services (phone and Internet) if facility does not regularly function as a warehouse.
5. Establishes 8- to 10-foot-wide aisles in the storage area of the warehouse to allow easy movement of MHE.
6. Decides whether modules will be stacked—and if so, how high (if not using a commercial rack system)—or emptied onto shelves upon arrival.
7. Marks the warehouse floor with corner marks, chalk, tape, or other methods to designate storage and staging areas according to size of modules and pallets.
8. Designates the type of inventory in specific warehouse locations using signs on the walls, floors, or easels.
9. Ensures refrigeration capabilities (refrigerators, electricity, coolers, cold packs, dry ice, etc.) to maintain the cold chain for vaccines and a controlled room temperature to store antiviral medications. Designates and marks a secure area for temperature-sensitive items. Provides materials (thermometers, TEMPERATURE MONITORING LOG, etc.) to monitor temperature-sensitive items and decides the frequency of monitoring. Collaborates with the SPUL on the plan for proper disposition of temperature-sensitive items out of range.
10. Develops an efficient process to inventory and maintain accountability of the containers inventoried. (One option is to direct the warehouse team to remove the tri-wall lid after it has been inventoried and moved to its storage location.)
11. Verifies with the SPUL the method of distributing equipment and supplies to responders (delivery by vehicle to the field or pickup by responders at the warehouse).
12. Collaborates with the SPUL, safety officer, and security manager to do the following:
    a. Modify if necessary Appendix F Safety Plan.
    b. Create an evacuation plan.

c. Identify and label hazardous materials and provide material safety data sheets for necessary materials.
d. Ensure operations comply with OSHA standards.
e. Ensure a safe operating environment for warehouse and other personnel working in the warehouse.
f. Distribute PPE (such as gloves, safety goggles, hard hats, and ear plugs).
g. Establish warehouse floor safety measures, including traffic cones, caution tape, first-aid kits, and AEDs.

Beginning of Shift Duties

1. Checks in with the resource unit in the plans section.
2. Receives briefings from the SPUL and previous shift RCDM and reviews job responsibilities.
3. Communicates with the IM and ORDM on invoice or order processing status and immediate needs.
4. Uses the supply unit assignment list to assign personnel to warehouse teams of 3–5 persons.
5. Briefs warehouse team members and distributes job responsibilities.
6. Provides just-in-time training
   a. Proper lifting techniques
   b. Pallet jack and forklift operation
   c. Warehouse team member job responsibilities.

Job Duties

1. Implements Appendix E Communication Plan.
2. Implements Appendix F Safety Plan, facilitates the safety briefing at the beginning of each shift, and monitors facility security.
3. Coordinates with the NVS MLT (if one is on site) for advice on warehouse setup, NVS countermeasures, and initiating warehouse operations.
4. Between shifts, acknowledges individuals and teams for jobs well done on the previous shift.
5. Briefs incoming shifts on events during the previous shift and expected events during the next shift. Provides status of warehouse operations and the incident response.
6. Answers questions.

Receiving, Storing, Picking, and Staging Operations

1. Ensures safe maneuvering, docking, and undocking operations.
2. Follows the processes in Appendix A for Receiving and Storing, including the following:
   a. Inspecting truck manifest/commercial bill of lading (CBL) or other documentation from the driver to make sure the driver is delivering to the correct location; CBL formats vary by transportation provider but fundamentally have the same information as shown in the Sample CBL figure.
   b. Offloading and management of vaccines and antiviral medications first if possible. (Temperature-sensitive items should be clearly visible and accessible when the truck is opened.)
3. Follows the processes in Appendix B for Picking and Staging.

4. Directs warehouse teams and monitors the quality of receiving, storing, picking, staging, recovering, and returning processes.
5. Coordinates with the IM to do the following:
    a. Identify warehouse locations for receipts.
    b. Verify shipment documentation (both incoming and outgoing).
    c. Report physical counts and discrepancies for damaged items, shortages, overages, and items that arrived outside of cold chain management specifications.
    d. Verify inventory items and quantities received in the inventory management system.
    e. Confirm the process to receive pick sheets and packing slips.
    f. Prepare chain of custody forms, if desired, to track returnable items issued to responders.
6. Ensures completion and copying of packing slips for distribution.
7. Collaborates with the ORDM to order items requested by the field responders that are not available in the warehouse.
8. Arranges additional storage if necessary by requesting
    a. approval from the SPUL to acquire portable storage containers, empty trailers, space in a nearby facility, or tents to temporary staging area, or
    b. the ORDM to order MHE for the off-site location and collaborating with the ground support unit leader to provide vehicles to move inventory to and from portable storage.
9. Works with Warehouse Team members and SPUL to resolve problems, such as vaccine temperature excursions.

Distribution

1. Verifies with the SPUL the method of distributing equipment and supplies to responders and follows procedures accordingly.
2. Follows the processes in Appendix C Distribution Process.

Recovering and Returning Inventory

1. Verifies with the SPUL the acceptable condition, including decontamination, of items being returned to the warehouse.
2. Coordinates with operations section to arrange the return to the warehouse of all returnable items from the field. Also recovers unused and reusable NVS items.
3. Verifies with the SPUL at the close of the response phase when to implement the processes to return NVS material.
4. Follows the processes in Appendix D Recovering and Returning of NVS Material.

End of Shift Duties

1. Briefs incoming shift.
2. Checks out with the resource unit in the plans section.

Demobilization Duties

1. Follows the demobilization plan.
2. Directs warehouse team members to deactivate warehouse operations and assist in returning the facility to normal operating condition.
3. Demobilizes warehouse team members

a. Debriefs the staff to acquire information for the after action report.
b. Dismisses the staff to check out with the resource unit in the plans section.

4. Identifies issues for the after action report.
5. Participates in the after action review.

NVS Shipment Documentation

The RCDM will consult with the NVS MLT (if one is on site) or the NVS DMT at APHIS Headquarters before accepting or rejecting a shipment potentially damaged during conveyance. Receipt document formats vary from one transportation provider to another but fundamentally have the same information as shown in the figure below.

Sample Commercial Bill of Lading (CBL)

CHARGES (CHECK ONE): PREPAID XX | COLLECT | OTHER

IF "OTHER" IS CHECKED SHOW NAME & ADDRESS OF PARTY TO BE BILLED IN BILL TO AREA BELOW.

COMMERCIAL BILL OF LADING*
ORIGINAL-NON NEGOTIABLE

B/L No. S__ Y10VS0047

Date (month, day, year)	CARRIER NAME	SCAC NO.	FREIGHT BILL PRO. NUMBER
04/29/2010	FEDEX	FEDEX	

FROM
SHIPPER: SM INC
NAME: SHANDRA MICHAELS — PHONE NUMBER: 800.222.3333
ADDRESS: 98765 ROUND-ABOUT DR
CITY: MEXICO — STATE: KS — ZIP: 65265

TO
CONSIGNEE: JCC, INC
NAME: JONTHAN C. COALTRAIN TEL: 877.673.9991
ADDRESS: 1504 EAST THAMES DR
CITY: MILLER — STATE: SC — ZIP: 29701

BILL TO
BILL TO OTHER THAN SHIPPER OR CONSIGNEE
NAME: PETE R COLTER
ADDRESS: 44001 MAGNOLIA DR
CITY: MADISON — STATE: OH — ZIP: 31004

SPECIAL SERVICES REQUESTED/REMARKS:
RECEIVING HRS 7:00 A.M. - 3:00 P.M.
CALL FOR DIRECTIONS IF NEEDED.

BUREAU CODE: N/A
ACCOUNTING CLASSIFICATION:

Number Ship Units	Kind of packaging, description of articles, special marks and exceptions	NMFC Item Number	Tariff Authority	Weight (sub. to corr.)	Rate	Charges Carrier use only
			1573-B			
48 PALLETS	MISCELLANEOUS PERSONAL PROTECTION EQUIPMENT					
	PALLETS SIZE 48 X 40 X 52			8,630		
1 PALLET	PORTABLE OCTAGON COOLER			170		
	PALLET SIZE: 48 X 40 X 48					
	TRUCK SEAL # IX6358377		PRO# 254511591			
	TRAILER # 449303		Stopped to Baton Rouge LA			
	U.S. GOVERNMENT SHIPMENT			8,800	TOTAL	

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described ABOVE, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated ABOVE, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

SHIPPER	CARRIER
SM INC	FEDEX
PER: SHANDRA MICHAELS	PER: X A. Dan — Date (month, day, year): 04/29/2010

B/L No. S__ Y10VS0047

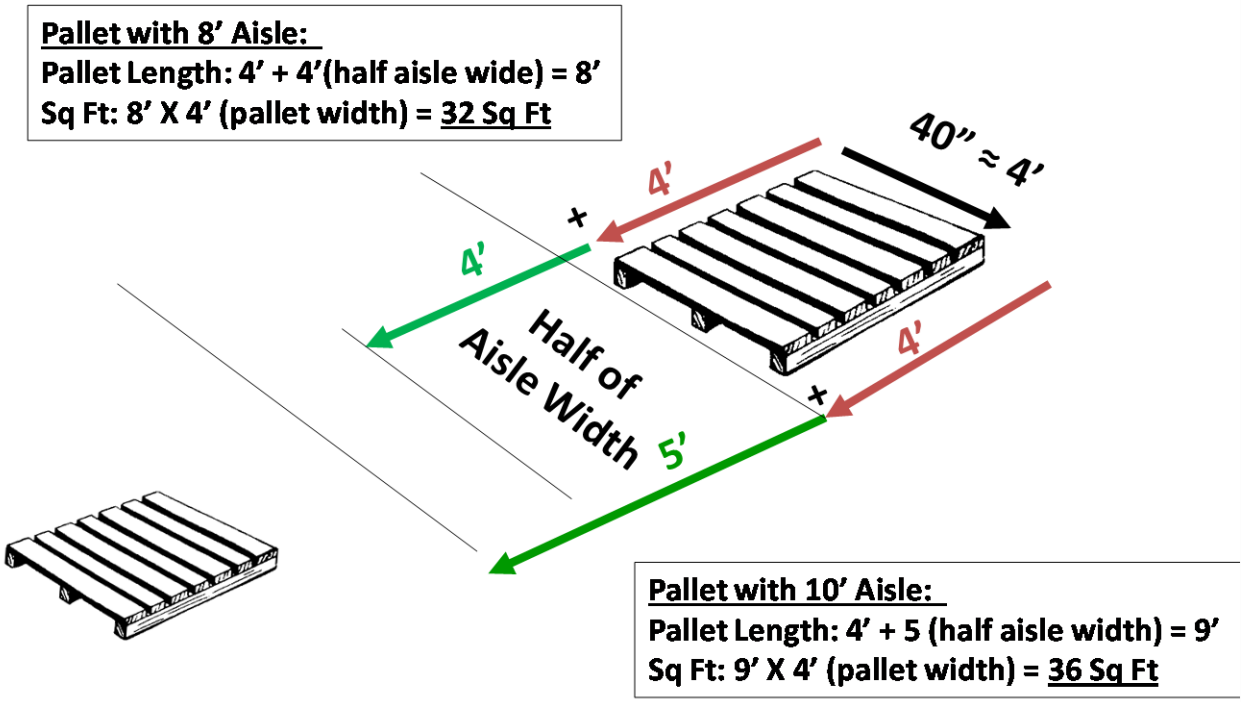
*SUBJECT TO TERMS AND CONDITIONS SHOWN ON G.B.L.

COPY OF THIS FORM MUST ACCOMPANY BILL

FORM CD-387 (6-03)

This form was electronically produced by Elite Federal Forms, Inc.

Calculating Warehouse Floor Space with 8 foot or 10 foot aisles



Source: Division of Strategic National Stockpile, CDC

Vaccine Storage

A variety of types and sizes of refrigeration units can be used to maintain the cold chain, depending upon the volume of animal vaccine received. Refrigerators work well for smaller shipments, whereas a refrigerated van or truck may be needed to store large amounts of vaccine.

For recommendations and guidelines for vaccine storage and handling, visit the Centers for Disease Control and Prevention's (CDC's) vaccine and immunizations website: www.cdc.gov/vaccines/recs/storage/default.htm.

Distribution Log

Order Number	Destination	QC Initials	Pickup Date	Pickup Time	Containers Loaded	Seal Numbers	Driver Name	Driver Signature	RCDM Initials

The RCDM develops and maintains this log to track the distribution details of each order. The quality controller (QC), driver, and RCDM verify the information by initialing in the appropriate block.

Chain of Custody for Returnable Items This chain of custody form tracks returnable items issued to field responders. One copy of this form is retained by the inventory manager and the other copy is kept current and maintained with the returnable item. The responder submits the form with the item when it is returned. Use the back of this form to provide details, if necessary, about item condition.

Item	Description of Returnable Item	Lot or Serial Number	Unit of Issue	Quantity
1				
2				
3				
4				

Printed Name/Initials	Responder Position/Premises	Responder Cell Phone or Agency Name/Office Phone	Date	Condition (operational, non-operational)	Decontaminated (Y, N, NA)
Issued by:					
Received by:					
Transferred to:					
Transferred to:					
Returned by:					

Warehouse Team Responsibilities

Areas Assigned to: Warehouse

Unit Assigned to: Supply unit in the logistics section

Reports to: RCDM

Supervises: This is not a supervisory position.

Minimum Qualifications: Understands the ICS, has facility or shipping/receiving experience, and has the physical ability to work in a warehouse, including lifting heavy items.

Job Description: Works with fellow team members to receive, store, pick, and stage warehouse inventory; pack, secure, and label pallets/containers for delivery; and prepare outgoing stock for distribution.

General Responsibilities

1. Follows warehouse communications, safety, and security plans.
2. The warehouse team lead assigns a team member to oversee quality control for each shift.
3. The warehouse team lead assigns a team member to manage temperature-sensitive items, such as animal vaccines and antiviral medications, to ensure that they are inventoried, stored, and monitored as a top priority.
4. Team members follow directions of the warehouse team lead and the instructions for receiving, storing, picking, staging, distribution, recovering, and returning in Appendixes A-D.
5. Destroys or discards items as directed by the RCDM.

Specific Actions

Preparing for Warehouse Activities

1. Prepares the warehouse as directed by the RCDM.
2. The warehouse team lead develops efficient process to inventory and maintain accountability of the containers inventoried. For example,
   a. leaving the lids off the top of tri-walls that have been inventoried or
   b. marking containers or equipment with surveyor's tape, ribbon, or another identifying mark or device that indicates inventory is complete.

Beginning of Shift Duties

1. Checks in with the resource unit of the plans section.
2. Receives a briefing from the RCDM and the previous shift warehouse team and reviews job responsibilities.
3. Follows Appendix E Warehouse Communications Plan.
4. Follows Appendix F Safety Plan.
5. Initiates and maintains a log of events, key decisions, and issues.

Receiving and Storing

1. Prepares the floor area for receipts (floor chalked, taped, or otherwise configured for placement of modules and other countermeasures).
2. Prepares the outside storage area for equipment that can be stored outside the building and under shelter (such as large animal-handling equipment and poultry depopulation foaming units).
3. Uses MHE (such as a forklift or pallet jack) to move incoming containers from the truck to the receiving area.

4. Receives and stores items in accordance with Appendix A.

Picking and Staging

1. Receives pick sheets from the IM.
2. Picks and stages items in accordance with Appendix B.

Preparing Outgoing Orders for Distribution

1. Prepares outgoing orders for distribution in accordance with the method identified by the RCDM: delivery to the field or pickup by responders at the warehouse.
2. Follows the processes in Appendix C.

End of Shift Duties

1. Briefs the incoming shift.
2. Checks out with the RCDM and resource unit in the plans section.

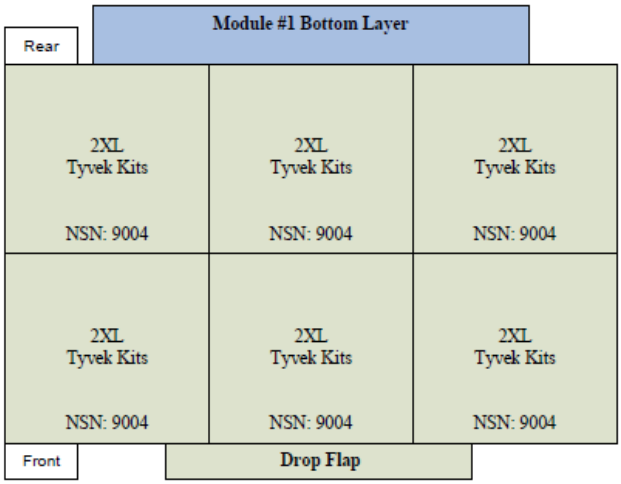
Recovering and Returning Inventory

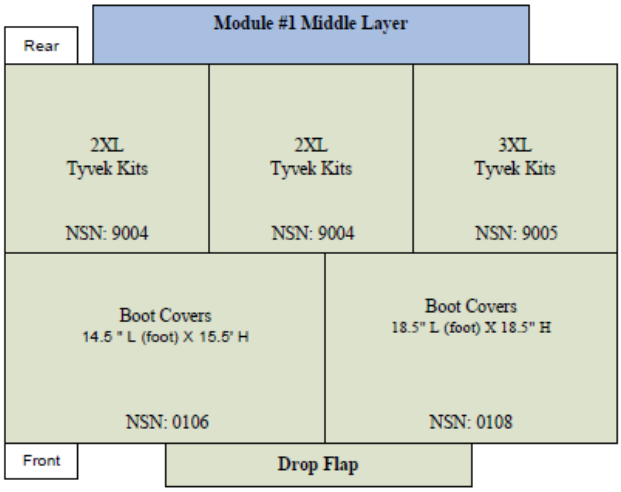
1. Follows the processes in Appendix D.

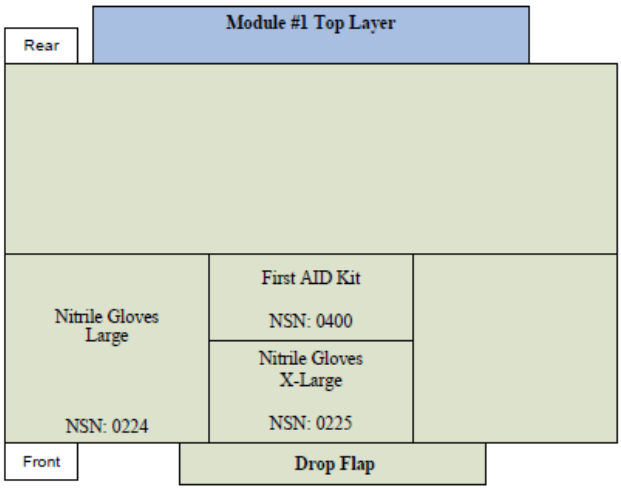
Demobilization Duties

1. Follows the demobilization plan.
2. Assists in the return of the facility to normal operating condition.
3. Participates in the debrief.
4. Provides the RCDM with issues for the after action report.

Example of Packing Diagram on the Drop Flap of Each Module







Specific Actions to Manage Temperature-Sensitive Items

If animal vaccines will be received, the warehouse team leader will assign a member of the warehouse team to lead and oversee the processes for vaccine management. Vaccines must be properly received, stored, and handled to sustain potency and protection.

Each vaccine container will include handling instructions on the product label and package insert. The NVS website features questions and answers on the vaccines it ships, including HPAI, FMD, and classical swine fever. The RCDM will provide additional guidance according to the needs of the specific incident. In addition to the processes listed here, the CDC has valuable information on its vaccine and immunizations website (www.cdc.gov/vaccines/recs/storage/default.htm) including recommendations and guidelines for vaccine storage and handling. The website includes resources, checklists, and tools for proper vaccine storage and handling.

Refrigerators are available in many different sizes, types (such as standalone or combination), and grades (such as household, commercial, or pharmaceutical). Standalone refrigerators without freezers are preferred because they maintain the required temperatures better than combination units.

<u>The warehouse team member managing vaccines:</u>

1. Collaborates with the RCDM to ensure capabilities (refrigerators, electricity, thermometers, temperature indicator devices, coolers, cold packs, etc.) are sufficient to maintain the cold chain.
    a. Refrigeration units are placed in well-ventilated room with space around the sides and top and at least 4 inches between the unit and a wall. Nothing blocks the cover of the motor compartment and the unit is level and stands firmly with at least 1 to 2 inches between the bottom of the unit and the floor.
    b. Dormitory-style refrigerators are not recommended.
    c. The refrigerator has its own exterior door that seals tightly and properly and thermostat controls.
    d. Calibrated thermometers with a certificate of traceability and calibration are recommended. The traceability declaration confirms that the measurement standards and instruments used during calibration of the product are from an ISO 17025 accredited testing laboratory, or another internationally recognized standards agency.
2. Collaborates with the RCDM to designate and mark secure area for vaccine storage and staging. Posts refrigeration warning signs, locks, restricted access signs, etc., as needed.
3. Ensures storage refrigerators are pre-chilled to the proper holding temperature well in advance (at least 2 days, if possible) of receiving the vaccine.
4. Processes the receiving of vaccines first and as a top priority. Ensures the temperatures upon receipt comply with cold chain requirements.
5. Promptly and quickly conducts inventory, and immediately moves products to secure storage at proper temperature.
6. Ensures proper storage temperatures as described on the manufacturer's label. Most recommend between 2°C and 8°C (35°F and 46°F) with a desired average temperature of 5°C (40°F).
7. Sets up refrigerator storage as follows:
    a. Grouping vaccines by type

b. Keeping vaccines in their original boxes
c. Maintaining space between stacks to allow air circulation
d. Rotating stock so that vaccine closest to its expiration date will be stored to the front of the shelf and used first
e. Storing only vaccine and other medications (no food or drinks)
f. Not storing vaccine in refrigerator doors, solid plastic trays or containers, drawers, or on the refrigerator floor
g. Monitoring expiration dates and contacting the RCDM if a vaccine expiration date is exceeded.

8. Ensures that diluents, if required, are received and stored properly:
   a. Diluents should be shipped with the vaccine.
   b. Diluents should be stored according to the guidelines in the manufacturer's product information.
   c. When feasible, diluents that require refrigeration should be stored with their corresponding vaccines.
9. Uses materials—thermometers, data loggers, TEMPERATURE MONITORING LOG, etc.—to monitor the temperature of vaccines at the frequency designated by the RCDM and records the storage temperature on the TEMPERATURE MONITORING LOG. Monitoring the temperatures at least once during each operational period is recommended.
10. Takes immediate action if the recorded temperature is outside of the acceptable range (temperature excursion) by storing the vaccine under proper conditions as quickly as possible, temporarily marking affected vaccine "do not use," and notifying the RCDM. Complete the TEMPERATURE EXCURSION ACTION SHEET.
11. If problems with refrigeration occur, records the problems, actions taken, and results on the temperature-monitoring log and notifies the RCDM.
12. Verifies procedures with the RCDM for proper disposition of expired vaccine or vaccine with temperature excursions.
13. Verifies the contingent storage plan with the RCDM in the event of equipment or power failure.
14. Verifies vaccine sampling procedures, if any, with the RCDM.

<u>The warehouse team member managing antiviral medications:</u>

1. Collaborates with RCDM to ensure DSHS assistance has been requested to handle storage, inventory, and dispensing of antiviral medications to state and federal animal and agriculture responders.
2. Collaborates with the RCDM to designate and mark a secure area for NVS antiviral storage and staging. Posts locks, restricted access signs, etc., as needed.
3. Promptly and quickly conducts inventory and immediately moves products to secure storage at proper room temperature.
4. Ensures proper storage temperatures as described on the manufacturer's label. Most recommend storing at 25°C (77°F). Excursions are permitted to 15 to 30°C (59 to 86°F). Keep in a dry place.

TEMPERATURE MONITORING LOG

Refrigeration/storage unit # or location:_____

This unit should be maintained in the following temperature range at all times: _____ Alert the warehouse team leader *immediately* if the temperature is outside the acceptable range.

Temperatures should be monitored at the following interval (*ex: every 4 hours*):_____

List all products in this unit: _____

_____

Note: Notify the RCDM and complete the TEMPERATURE EXCURSION ACTION SHEET for vaccine detected with temperature excursions.

	DATE	**TIME**	**TEMP (°C or °F)**	**PERSON'S NAME MONITORING**	**NOTES/ ACTIONS**
EX:	*11/08/11*	*8:45 a.m.*	*12 °C*	*Brown, J.*	*Temp excursion. Moved vaccine to refrigerator # 3, notified RCDM, and completed the Temperature Excursion Action Sheet.*
1.					
2.					
3.					
4.					
5.					
6.					

Supervisor Signature (if applicable):_____ Date/Time: _____

TEMPERATURE EXCURSION ACTION SHEET

Follow these procedures when vaccine, or other temperature sensitive item that is received in shipping containers or placed in storage is detected with temperature excursions, either ABOVE OR BELOW the acceptable temperature range.

For vaccine with temperature excursions:

1. Immediately move and store the vaccine in an isolated area of a refrigerator/storage room confirmed at the acceptable temperature.
2. Clearly mark the affected vaccine with "DO NOT USE" labels. (Do NOT discard the affected vaccine.)
3. Complete the requested information below.
4. Immediately email this form and the appropriate TEMPERATURE MONITORING LOG to nvs@aphis.usda.gov and call the National Center for Animal Health Emergency Management (NCAHEM) at (301) 734-8073.
5. Collect the shipping documents and temperature monitoring devices from the shipping container for analysis, and provide these to the NVS Mobile Logistics Team, if on site. If not on site, consult with the NVS Deployment Management Team by emailing nvs@aphis.usda.gov, and calling NCAHEM at (301) 734-8073.

Record the following information:

1. Date:_____ Time/Time zone:_____
2. Name and telephone number of person detecting temperature excursion:_____

_____

3. Temperature of refrigerator/container/storage area at time of excursion:_____
4. Estimated amount of time temperature was outside acceptable range:_____
5. Ambient air temperature (estimated if not recorded): _____
6. If excursion was detected upon receipt, record the commercial carrier and shipping information: _____
7. Complete the table below for affected vaccines, using a separate line for each lot/serial (use additional sheets if necessary).

Vaccine, Manufacturer, and Lot/Serial #	# containers	# doses	Actions taken

AFFECTED BY POSSIBLE TEMPERATURE EXCURSION

*****DO NOT USE*****

Date:_____

Contact:_____

_____

AFFECTED BY POSSIBLE TEMPERATURE EXCURSION

*****DO NOT USE*****

Date:_____

Contact:_____

_____

AFFECTED BY POSSIBLE TEMPERATURE EXCURSION

*****DO NOT USE*****

Date:_____

Contact:_____

_____

WARNING

Do not unplug the refrigerator/ freezer or break circuit. Expensive vaccine in storage.

In event of electrical problem, immediately contact:

WARNING

Do not unplug the refrigerator/ freezer or break circuit. Expensive vaccine in storage.

In event of electrical problem, immediately contact:

WARNING

Do not unplug the refrigerator/ freezer or break circuit. Expensive vaccine in storage.

In event of electrical problem, immediately contact:

NVS Mobile Logistics Team (MLT) Responsibilities

Areas Assigned to: The NVS MLT, if deployed, will most likely report to the State NVS warehouse, but other assignments may be necessary to meet the needs of the NVS director and Incident Command.
Unit Assigned to: Typically assigned to the supply unit
Reports to: NVS director; coordinates with the SPUL
Supervises: This is a technical specialist position and is not supervisory.
Minimum Qualifications: Understands ICS and NVS countermeasures and is experienced with material acquisitions, inventory management, warehouse operations, and 3D response support services.
Job Description: Provides technical information on NVS countermeasures and capabilities to the warehouse staff, other members of the incident command post, and external response organizations. Provides technical assistance on logistics activities. Provides technical assistance with 3D response support services.

General Responsibilities

1. Assists the SPUL.
2. Explains NVS countermeasures and the shipment contents.
3. Identifies where to find specific items in the NVS shipment.
4. Coordinates inbound NVS shipments and replenishments with the NVS DMT at APHIS Headquarters if required.
5. Helps the ORDM order more from the NVS if resources are unavailable elsewhere.
6. Provides general and NVS-specific logistics technical assistance to Incident Command. Educates and informs Incident Command on the NVS program and its capabilities.
7. In coordination with the DMT, assists the ORDM and the finance/administration section in identifying NVS contracts it may use to acquire more resources.
8. Helps Incident Command complete the scope of work and use the NVS 3D response support services to support actions such as depopulation, disposal, and decontamination.
9. Coordinates the packing and return shipment of unused and returnable NVS counter-measures with the SPUL.

Specific Actions

Operates in accordance with the NVS MLT standard operating procedures.

Beginning of Shift Duties

1. Checks in with resource unit of the plans section and the SPUL.

End of Shift Duties

1. Briefs the incoming NVS MLT.
2. Checks out with SPUL and resource unit of the plans section.

Recovering and Returning Inventory

1. Collaborates with the RCDM to examine NVS items to determine those that can be reused and those that should be discarded.
2. Assists with pickup of the items and their transport back to NVS logistics center.

Demobilization Duties

1. Follows the demobilization plan.
2. Assists with transportation of unused, serviceable, and returnable NVS material back to the appropriate NVS logistics center.
3. Identifies issues for the after action report.
4. Participates in the after action review as directed by NVS director.

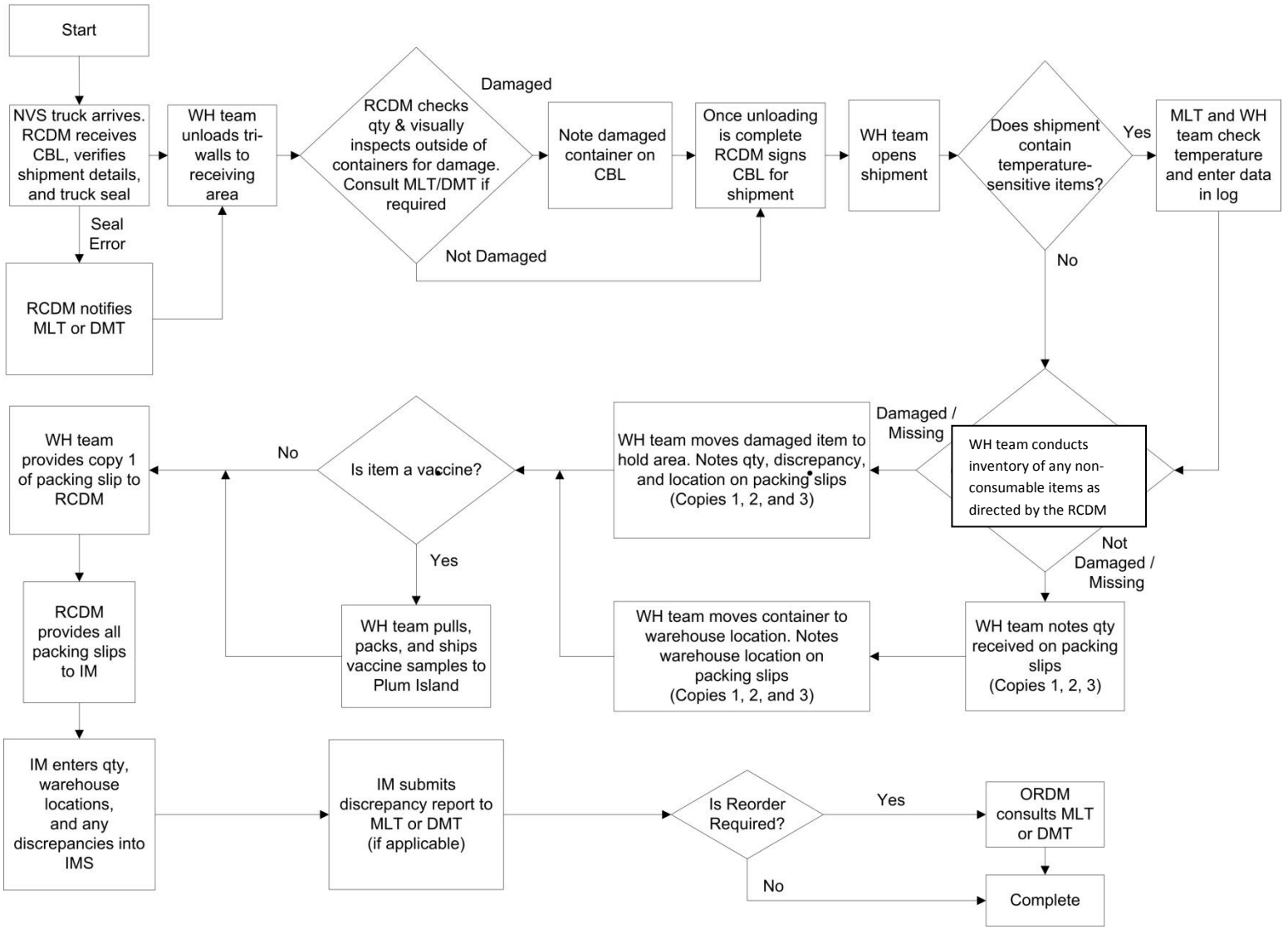
Appendix A. Receiving and Storing Process

The receiving and storing process involves receipt, inspection, inventory, and storage of NVS countermeasures.

1. The NVS truck arrives at the warehouse location.
2. The RCDM inspects the truck manifest/CBL and ensures the truck has arrived at the correct location.
3. The RCDM verifies the truck seal has not been broken and the number matches the number on the CBL.
4. If the seal has been removed or does not match the number on the CBL, the RCDM notifies the MLT, if on site, or the DMT.
5. The warehouse team offloads the containers.
6. The RCDM verifies the quantity and type of containers matches the documentation, and inspects the outside container condition for damage. If the container, labels, and seals are intact, approves further inventory processing.
7. If any containers are missing or damaged, the RCDM consults the NVS MLT, if on site, or the DMT and notes any discrepancies or container damage on the CBL.
8. The RCDM signs the CBL.
9.
10. The RCDM may create temperature-sensitive item warehouse team(s) as necessary. If the shipment contains temperature-sensitive items (vaccine or antiviral medications), priority must be placed on storing these items so as to maintain proper temperature. The shipping container should remain **closed** until the team is ready to unpack the contents and immediately move them to a storage location with the proper temperature. The warehouse team then does the following:
    a. Verifies the temperature of vaccine or antiviral medication in the temperature-sensitive container. If on site, the NVS MLT will also review an NVS temperature-monitoring device to verify product temperatures while in transit.
    b. Consults the NVS MLT, NVS DMT, or RCDM if items are out of temperature tolerance or the product condition is unknown.
    c. Immediately moves temperature-sensitive items to storage to maintain proper temperatures:
        i. Vaccines to cold storage
        ii. Antiviral medications to controlled room temperature storage.
        2. Enters temperature and product data, including lot number, in the temperature-monitoring log.
        i.
11. With remaining modules, the warehouse team does the following:
    a. Places each module into a storage location.
    b. Consults the RCDM or NVS MLT if the warehouse team is not sure whether items are damaged. The RCDM, NVS MLT, or NVS DMT determines whether stock is damaged.
    c. Moves any damaged containers or items to a warehouse location or to the hold area.
    d. Notes the quantity, storage location, and any discrepancies on packing slip copies 1, 2, 3 and provides packing slip copy 1 to the RCDM.

12. If vaccine is damaged, the warehouse team may be required to pull vaccine samples for shipment and analysis at the National Veterinary Services Lab at Plum Island. The warehouse team then properly packs and ships the samples as directed by the RCDM.
13. The RCDM provides copy 1 of all packing slips to the IM.
14. The IM enters the quantity, warehouse location, and any discrepancies into the inventory management system.
15. The IM submits discrepancy report to the MLT, if on site, or the DMT.
16. The ORDM consults the NVS MLT, if on site, or the DMT if a reorder is required.

Receiving and Storing Process



Appendix B. Picking and Staging Process

The picking and staging process involves filling responder orders. The IM creates pick sheets and packing slips for each order request. Pick sheets identify the warehouse location, item description, stock number, pick quantity, issue unit of measure, and packaging. The warehouse team picks items from on-hand inventory, packs and secures them for shipment, and stages them for pickup or delivery to the responders.

Picking

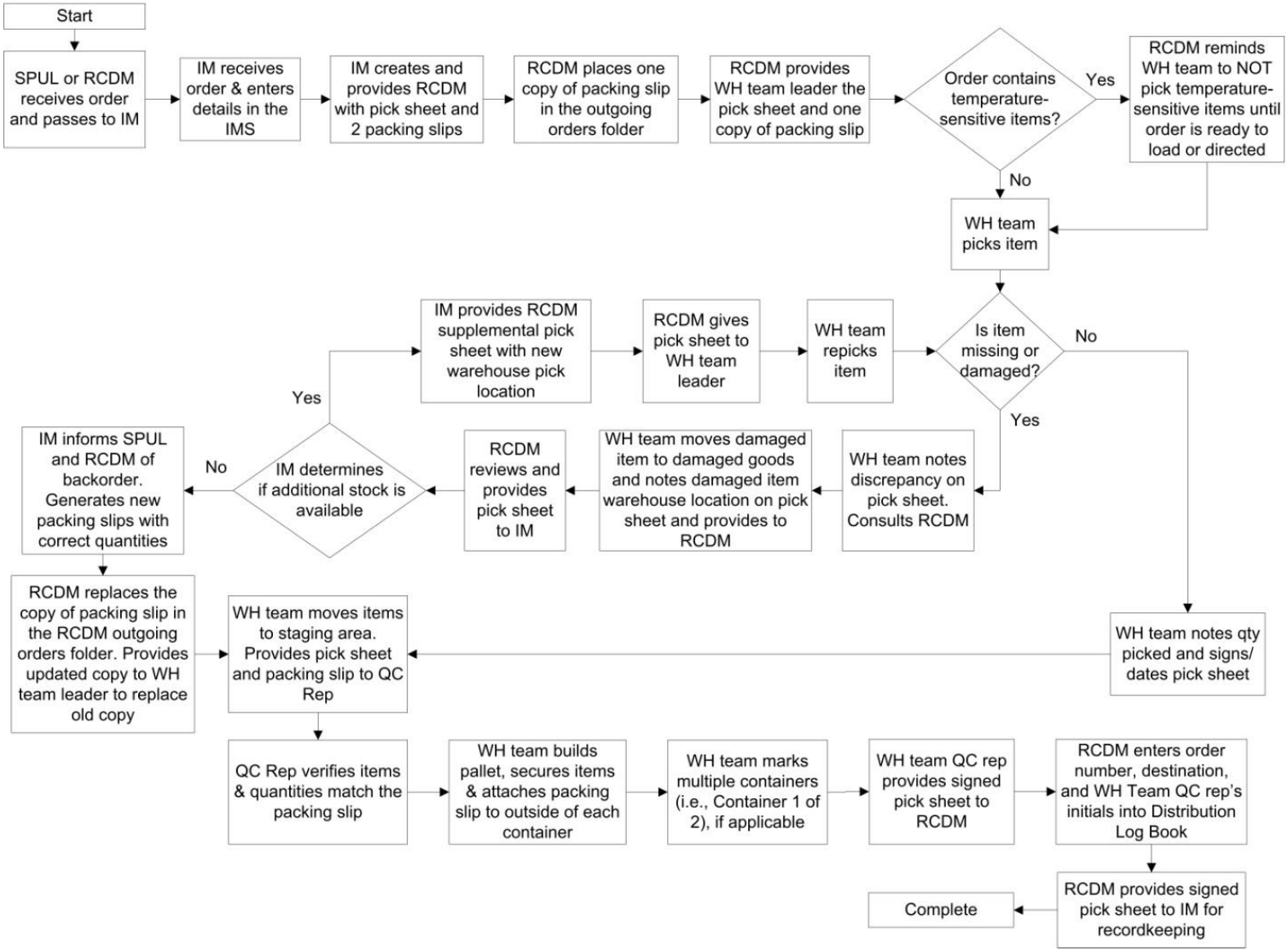
1. The SPUL or RCDM receives an order.
2. The SPUL or RCDM provides the order information to the IM.
3. The IM enters order information into the inventory management system.
4. The IM identifies where to pull the stock (oldest inventory first) and creates a pick sheet and two packing slips.
5. The IM assigns an individual order number to all orders/requests.
6. The IM provides the pick sheet and two packing slips to the RCDM.
7. The RCDM places one copy of the packing slip in the RCDM outgoing orders folder.
8. The RCDM informs the warehouse team of the order and provides the pick sheet and one copy of the packing slip to a warehouse team leader.
9. If the order contains temperature-sensitive items, the RCDM reminds the warehouse team *not* to pick those items until the shipment is ready to load or as directed by the RCDM. An empty, open cooler may be staged with the order to alert team members that vaccine needs to be added at the time of pick-up or delivery.
10. The warehouse team picks non-temperature-sensitive items.
11. The warehouse team notes the quantity picked and signs and dates pick sheet.
12. If there are discrepancies (missing or damage items),
    a. the warehouse team notes discrepancies on the pick sheet and consults the warehouse team leader;
    b. the warehouse team leader informs and consults with the RCDM on any discrepancies;
    c. the warehouse team moves damaged items to the damaged goods area and notes damaged item warehouse location on the pick sheet;
    d. the RCDM resolves discrepancies with the IM;
    e. the IM determines whether additional stock is on hand;
    f. the IM provides the RCDM a supplemental pick sheet with the new warehouse pick locations (if applicable); and
    g. the RCDM provides a supplemental pick sheet to the warehouse team leader, who directs the warehouse team to pick the items;

13. If items are on backorder,
    a. the IM informs the SPUL and RCDM and provides the RCDM two new packing slips if the order changed, for example, the ordered item cannot be filled, and
    b. the RCDM places one copy of the packing slip in the RCDM outgoing order folder (replacing the old copy) and provides the other copy to the warehouse team leader.
14. The warehouse team moves items to the staging area and turns in the pick sheet and a copy of the packing slip to the warehouse team leader.

Staging

1. The warehouse team leader provides the packing slip and pick sheet to the warehouse team quality control representative, who conducts quality control to verify items and quantities agree with packing slip, signs the packing slip and initials the pick sheet.
2. The warehouse team builds and secures the pallet, placing heavier items on the bottom and middle to avoid being top-heavy and crushing smaller items and avoids placing items so they overhang the pallet.
3. The warehouse team affixes a packing slip to each pallet or container using packing slip holders and copying the packing slip if the order has multiple pallets or containers.
4. The warehouse team marks multiple pallets and containers going to the same destination (example: “1 of 2” and “2 of 2”) to ensure all arrive at the correct destination.
5. The warehouse team quality control representative provides the signed, initialed, and dated pick sheet to the RCDM.
6. The RCDM enters the order number, destination, and quality control representative’s initials in the distribution log.
7. The RCDM provides a signed pick sheet to the IM for recordkeeping.

Picking and Staging Process

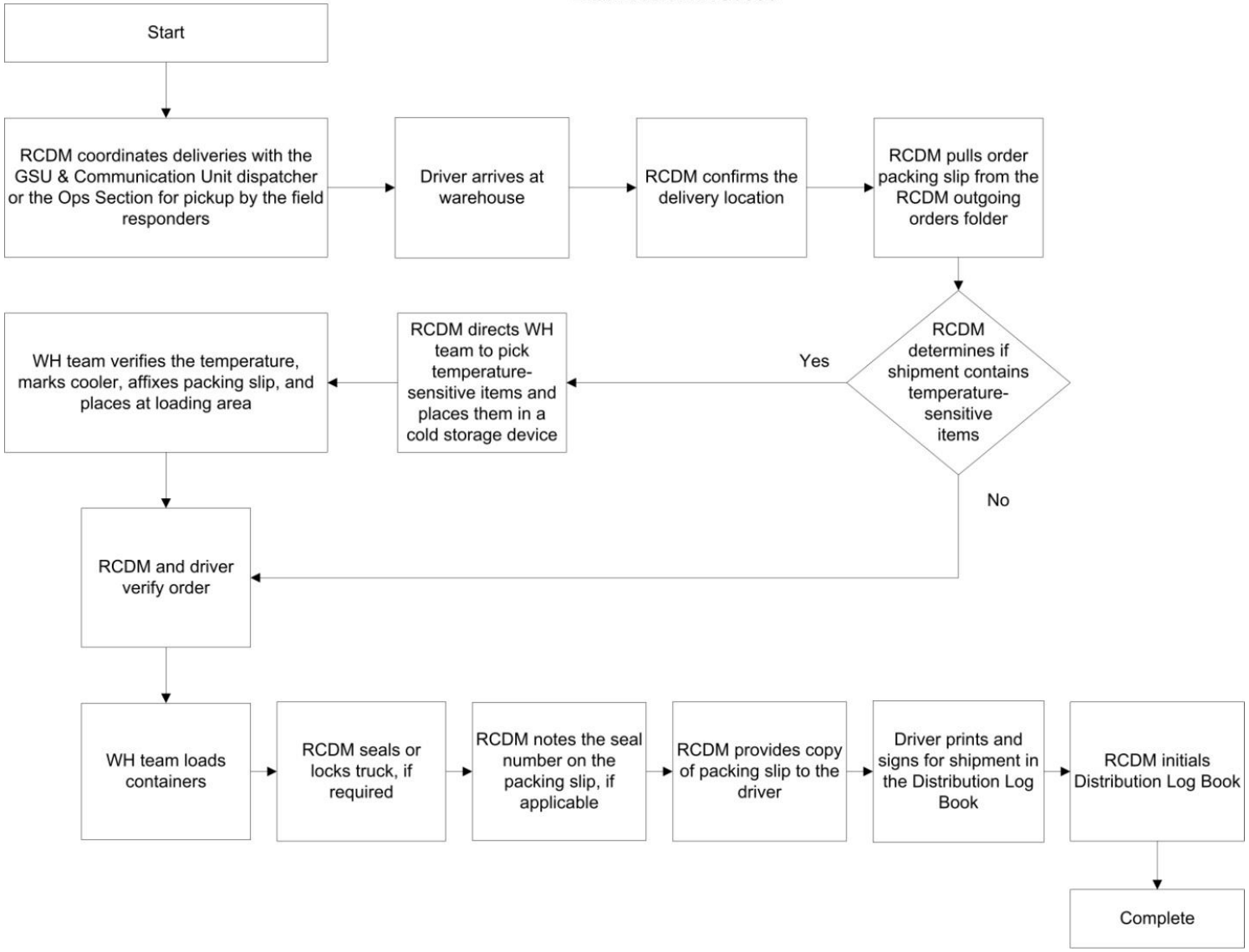


Appendix C. Distribution Process

Distribution is the process of handing out or delivering things to a person. This appendix describes both delivery and pick-up at the warehouse.

1. The RCDM coordinates deliveries with the ground support unit and communication unit dispatcher. Alternatively, the RCDM can coordinate with the plans unit for responder pickup at the warehouse. Note: If pick-up will be allowed, biosecurity measures **must** be in place to avoid disease contamination of the warehouse facility.
2. The ground support unit driver or response team leader arrives at the warehouse to pick up the order.
3. The RCDM confirms the delivery location with the driver and pulls the packing slip from the RCDM outgoing order folder.
4. If the order contains temperature-sensitive items, the RCDM directs the warehouse team to pick the items at that time and place them in a cold storage device for transport.
5. The warehouse team picks the temperature-sensitive items. The warehouse team places items in a cold storage device, and
    a. includes a thermometer or other visible means of monitoring temperatures during staging and transit to ensure temperatures do not exceed minimum or maximum temperature range;
    b. maintains the temperature of vaccines at 2°C to 8°C and antiviral medications at 14°C to 30°C while the items are in staging awaiting transportation;
    c. uses cold packs and insulated ice chests, pre-chilled small refrigeration units, or other methods to maintain proper temperatures;
    d. if using Vaxicool containers, ensure they have fully charged batteries, which will maintain proper refrigeration temperature for up to 2 days;
    e. monitors the temperature of temperature-sensitive items in the staging area as directed by the RCDM;
    f. refreshes cold packs as necessary to maintain temperature;
    g. prevents the exposure of vaccine to heat and moisture; and
    h. marks the device, affixes the packing slip, and moves the items to the loading dock.
6. The RCDM or designee and driver compare the packing slip items and quantities with the shipment to validate the correct order is going to the correct location.
7. The RCDM directs the warehouse team to load pallets or containers.
8. The RCDM, designee, or the driver locks or seals the truck, if required.
9. The RCDM notes the seal number on the drivers packing slip if applicable and provides a copy of packing slip to the driver.
10. The driver prints their name and signs the distribution log acknowledging receipt of shipment. The RCDM initials the distribution log.

Distribution Process



Appendix D. Recovering and Returning of NVS Material Process

The NVS codes certain items for return on the NVS shipment file. Returnable items are those designated returnable and any unopened items. The supply unit is responsible for recovering returnable items and coordinating the return transportation with the on-site NVS MLT or the NVS DMT. Returnable items must be decontaminated by personnel in the operations section before entering the warehouse.

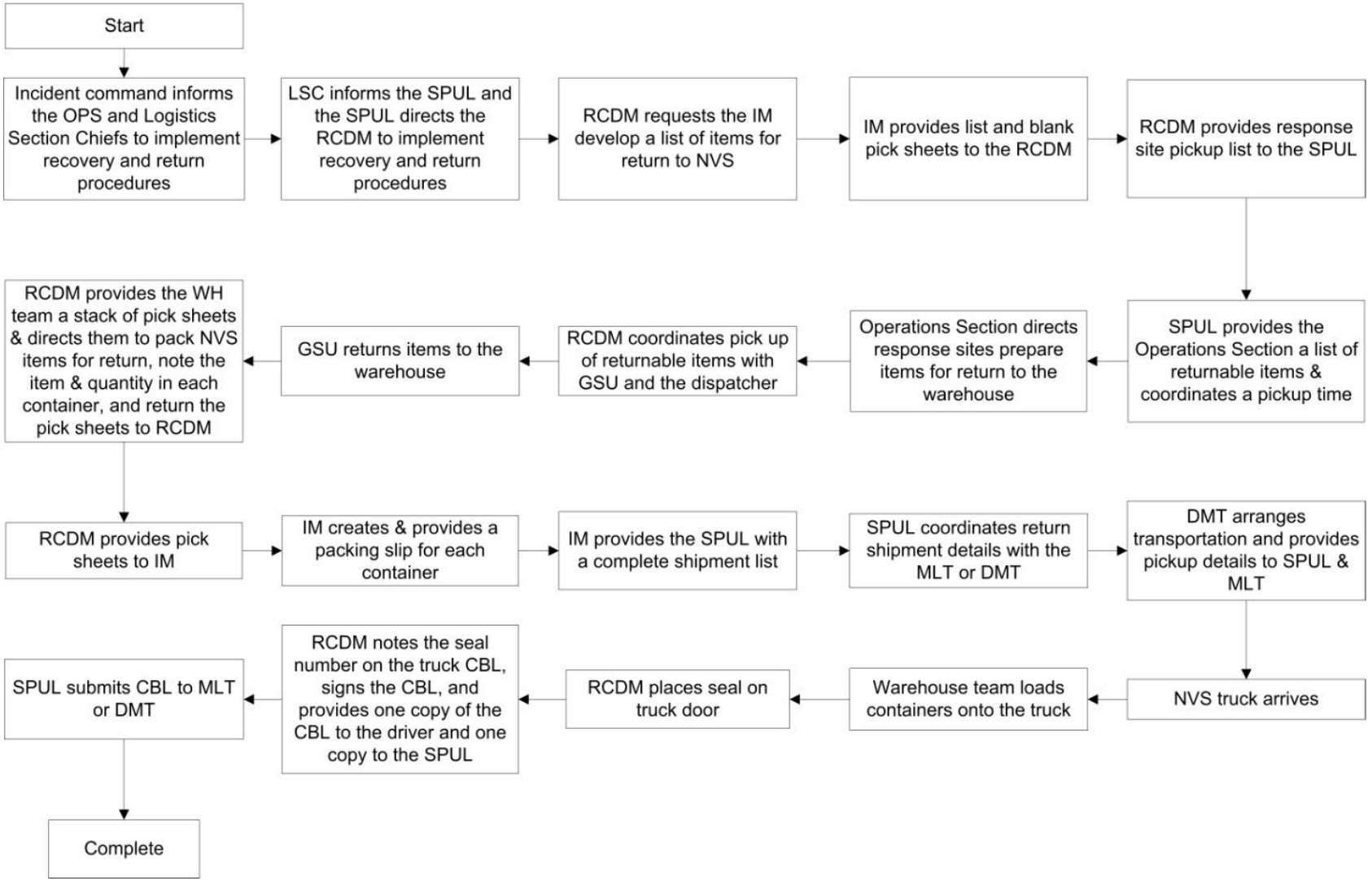
Recovering Process

1. The RCDM requests the IM develop a list of
   a. issued NVS returnable items by issued location,
   b. NVS returnable items in the warehouse by warehouse location, and
   c. unopened NVS non-returnable items in the warehouse, by warehouse location.
2. The IM provides the list, by issued or warehouse location, and a stack of blank pick sheets to the RCDM.
3. The RCDM provides list to the SPUL.
4. The SPUL provides a list of items to be returned to the operations section chief. (Chain of custody forms may be helpful to track the location of returnable items.) The operations section directs field responders to clean, decontaminate, and consolidate all items being returned to the warehouse. It instructs field responders to also return any unopened items.
5. The RCDM requests the ground support unit and communication unit dispatcher arrange for drivers to pick up items and return them to the warehouse.
6. The ground support unit drivers return items to the warehouse.
7. The warehouse team records items that are returned, inspects the condition of returned items, and assembles them in the warehouse.
8. The warehouse team consults with the RCDM if unsure whether the items are damaged or not sufficiently decontaminated.

Returning Process

1. The RCDM provides the stack of blank pick sheets to the warehouse team leaders and directs them to pack NVS items for return, note the item and quantity in each container on a blank pick sheet, and return the pick sheet to the RCDM.
2. The RCDM provides the IM the pick sheets.
3. The IM creates and provides the RCDM packing slips for each container.
4. The IM provides the SPUL a complete shipment list.
5. The SPUL coordinates the return shipment details with the MLT, if on site, or the DMT.
6. The DMT arranges transportation and provides pickup details to the SPUL and MLT, if on site.
7. The NVS truck arrives.
8. The warehouse team loads all containers onto the truck.
9. The RCDM places a seal on the truck door, notes the seal number on the truck CBL, signs the CBL, and provides one copy of the CBL to the driver and one copy to the SPUL.
10. The SPUL provides the CBL to the NVS MLT, if on site, or the NVS DMT.

Recovering and Returning Process



Appendix E. Warehouse Communications

Tactical Communications

Communications interoperability is the ability of emergency responders to communicate within and across agencies and jurisdictions using various authorized communications systems to exchange voice, data, or video with one another on demand or in real time. It is essential that the supply unit has the intra-agency operability it needs and that it builds its systems toward interoperability.

The communication unit leader in the logistics section will provide redundant methods for communications in support of the supply unit to manage warehouse operations. The exact method and devices selected depend on the warehouse facilities the State activates and their communications capabilities. The communication unit leader will consider using *ICS 205 Incident Radio Communications Plan*.

The following communication devices will be available as needed:

1. Telephones (hard-wired, mobile, satellite)
2. Hand-held radios
3. Email
4. Web-based (WebEOC, etc)

Functional Communications

A continuous flow of critical information will be maintained as needed among multijurisdictional and multidisciplinary emergency responders, command posts, agencies, and governmental officials for the duration of the emergency response operation. Functional Communication will be maintained with local, state, and federal partner organizations as determined by incident command.

Supply Unit Key Points of Contact

Key Incident Command personnel					
Name	Office Phone	Fax	Cell	Radio	E-mail
Support agencies, non-governmental organizations, private sector					
Name	Office Phone	Fax	Cell		E-mail

Appendix F. Warehouse Safety and Security Plan

The warehouse safety and security plan addresses hazards while conducting response functions and possible interference with the logistics response to prevent delays in support of the response operation.

Safety

The safety officer or designee will develop a safety plan for the warehouse and complete the *ICS 208 Safety Message/Plan* to prevent hazards and injury. Specific hazards will be identified. Warehouse staff members will receive safety training to ensure they are aware of general work hazards, know how to avoid injury, and will follow robust procedures to avoid hazardous conditions. Considerations for the safety plan include:

1. Warehouse personnel will be trained to avoid slips, trips, and falls, especially from wet, slippery floors and stumbling over out-of-place items.
2. Only trained MHE operators certified in accordance with OSHA Reg. 29 CFR 1910.178 for power industrial trucks will be used to operate forklifts and other specialized equipment. Warehouse managers will verify licensure.
3. MRU safety instructions will be posted in proximity to entrance(s) and provided to personnel.
4. The wearing of safety helmets, steel-toed footwear, coats, gloves, and safety goggles by warehouse personnel will be considered.
5. Workers should be prepared for harsh environmental working conditions (heating/ cooling, working on hard density concrete). Work-rest cycles will be established, if necessary. Gel pads may be provided in certain work areas.
6. Instructions for safe and proper handling of broken/damaged vaccine/antivirals will be provided and posted appropriate work areas.
7. Warehouse personnel will adhere to the following proper lifting procedures:
    a. Stand close to the load and squat down to it; don't bend over.
    b. Grip the load firmly with both hands and bring it close to the body with weight centered.
    c. Lift head and shoulders first and then let legs push body and load up.
    d. Maintain sight of load.
    e. Take small steps with load and do not twist. Move feet to change direction.
    f. Face offload spot and lower the load while slowly bending knees.
    g. Place the load on the edge of the surface with fingers away from the bottom then slide the load back.
8. Inventory and other objects will be sufficiently stacked to minimize the potential of falling.
9. Flammable or combustible materials will be stored in proper containers.
10. Forklift safety procedures will be followed in the warehouse:
    a. No one but the operator ever rides on the forklift.
    b. No one stands or walks under the raised arms of a forklift.
    c. Forklift operators drive slowly and obey traffic rules.
    d. Forklift operators keep loads low and tilted back while moving.
    e. Forklift operators keep heavy items on the bottom of their load.
11. OSHA (29CFR 1910.22(a)) good housekeeping procedures will be followed to ensure a safe working environment:
    a. Required OSHA workplace safety posters will be placed in visible locations.
    b. Any required MSDS will be kept on site.

c. Keep the work area clean and orderly and in a sanitary condition. Ensure floors are dry and free from protruding nails, splinters, holes, loose boards.
d. Do not leave items in aisles, on the floor, or perched insecurely on a surface.
e. Clean all spills immediately.
f. Do not block sprinklers, fire exits, or fire extinguishers.
g. Put items in their assigned places immediately, rather than moving them from one stopping point to another.
h. Do not leave cutters or other sharp tools or materials sticking out.
i. Keep cords and wires off the floor.
j. Report loose flooring or other tripping hazards.
k. Dispose of all trash immediately and in proper containers.

12. First-aid stations will be established and identified, and workers assigned to reaction teams for responding to accidents.
13. Instruction for reporting injuries will be posted in visible areas and in employee break room(s).
14. Alcohol and drug use will be prohibited. Tobacco and firearms will be restricted per the facility's restrictions, as well as state and local laws.

Security

The SPUL, safety officer, security manager, and law enforcement will coordinate to provide safeguards necessary for protection of personnel and property from loss or damage. A site security assessment and security plan will be developed for each warehouse. The security plan will anticipate

1. disruption of operations,
2. damage/destruction of property,
3. theft,
4. unapproved access by the public, and
5. sabotage.

The security plan will protect the warehouse inventory, staff, facilities, equipment, and operations. Protection should also be evaluated and considered for drivers and vehicles while en route. A badging system will be implemented for all warehouse and delivery staff. All warehouse facilities will meet OSHA safety standards.

The SPUL, safety officer, security manager, and local law enforcement will secure the warehouse facility and surrounding area by collaborating before events to develop a security plan after evaluating potential risks and vulnerabilities. The security plan considers the following:

1. The process to request security personnel and the agency providing them
2. Nearby facilities that could pose a security threat
3. Crime rate in the area
4. Vehicular traffic congestion in the area
5. Type of neighborhood (such as agricultural, residential, commercial, industrial)
6. Proximity to the nearest fire station
7. Proximity to nearest hospital
8. Visibility of the building

9. Security measures of building perimeter (such as fencing with locked gates, security cameras, guard, perimeter lighting, etc.)
10. Security measures for doors, windows, and other openings, including
    a. double-cylinder locks or quality padlocks,
    b. locks on windows,
    c. securely fastened openings to roof that lock from the inside,
    d. a key-control system and who has building access, including master keys, and
    e. availability of a locked area inside the building to store secure items (vaccines and pharmaceuticals).
11. Access controls for the staff and visitors, including personal ICS-issued badges
12. Escorts for visitors at all times and prohibitions against them from wandering through the facility and site unescorted
13. Separate parking area away from the facility or site for visitors
14. Mitigation of low (such as traffic congestion), medium (breaking and entering, harassment, or protestors), and high (threats or high-level crime) security risks
15. Special security needs for animal vaccines and human antiviral medications
16. Evacuation plan that identifies
    a. who will function as the evacuation officer for each shift,
    b. how to alert the staff to evacuate, and
    c. where the staff will meet after evacuating.
17. Keeping the peace, preventing assaults, and settling disputes through coordination with agency representatives
18. Preventing theft of all property
19. Investigating and documenting complaints and suspicious occurrences
20. Making adjustments to the security plan based on changes and release of personnel and equipment.

Appendix G. NVS Readiness and Response Checklist

Pre-Event Planning Checklist

Identify and prepare critical resources — *Logistics Section Chief*

- ☐ 1. Identify primary and secondary warehouse facilities, including cold and controlled room temperature storage areas, and coordinate with agencies to use them.
- ☐ 2. Design warehouse floor plans for the primary and secondary warehouse facilities.
- ☐ 3. Plan and develop the potential ICS supply unit organization, including backups for each position.
- ☐ 4. Conduct logistics training and exercises for the supply unit staff.
- ☐ 5. Maintain an inventory of supplies, equipment, and other resources available within the State for warehouse operations.
- ☐ 6. Identify, obtain, and populate the inventory management system.
- ☐ 7. Define the process to receive, store, stage, and distribute inventory to responders.
- ☐ 8. Define the process to prescribe and dispense antiviral medications with the Texas Department of State Health Services (DSHS).
- ☐ 9. Collaborate with the agencies that support warehouse functions in the plan.
- ☐ 10. Identify local sources of supply and establish emergency ordering procedures for equipment and supplies such as forklifts, hardhats, and earplugs.

Plan for security — *Security Manager*

- ☐ 1. Assess the security needs of the primary and secondary facilities.
- ☐ 2. Develop a security plan.

Plan for safety — *Safety Officer*

- ☐ 1. Develop a warehouse safety plan in the case of an emergency.
- ☐ 2. Determine PPE required for warehouse personnel.

Commence Warehouse Activities Checklist

Mobilize the staff — *Supply Unit Leader*

- ☐ 1. Populate the warehouse organization chart.
- ☐ 2. Recall all supply unit staff members, including coordinating with the ground support unit leader to mobilize credentialed MHE operators.
- ☐ 3. Direct all staff members to check in with the plans section.

☐ 4. Brief staff members on the incident situation, incident action plan, and warehouse operations.

Activate the warehouse — *Supply Unit Leader*

☐ 1. Activate the primary facility and place the secondary facilities on standby.

☐ 2. Notify applicable support organizations of the warehouse activation.

☐ 3. Walk through the facility with the facilities unit leader and the warehouse facility liaison to understand the layout and document the condition.

☐ 4. Order, receive, and check MHE, communication equipment, cold storage equipment, and safety equipment.

☐ 5. Supply staff members with PPE (such as hard hats, ear plugs, boots, goggles, and gloves).

Assess and ensure safety — *Safety Officer*

☐ 1. Check the facility for safety hazards and take measures to prevent injury.

☐ 2. Confirm that safety equipment is operable and accessible (fire extinguishers, AEDs, eye wash station, first-aid kits).

☐ 3. Modify the safety plan to meet incident needs.

☐ 4. Identify and label hazardous materials and provide material safety data sheets for materials.

☐ 5. Conduct a safety briefing for all staff members.

☐ 6. Ensure operations comply with OSHA standards.

Secure the facility — *Security Manager*

☐ 1. Validate the security needs of the facility with the SPUL.

☐ 2. Modify the security plan to meet incident needs.

☐ 3. Secure the building with barriers to prevent unauthorized access.

☐ 4. Obtain an access roster from plans section.

Set up the warehouse area — *Receiving and Distribution Manager*

☐ 1. Collaborate with the facilities unit leader and warehouse facility liaison to clear the work area and use existing docks, MHE, and utility services.

☐ 2. Post signs for directions, parking, exits, and restricted areas.

☐ 3. Work with the IM to establish a system to identify storage locations within the warehouse.

☐ 4. Lay out and set up a *receiving area* near the loading dock, including a space for disposal and recycling of shipping waste.

☐ 5. Lay out and set up a *storage area* including regular, secure, and cold storage.

- ☐ a. Designate the type of inventory in specific warehouse locations using signs.
- ☐ b. Mark the warehouse floor to show module or pallet placement.
- ☐ c. Designate and mark a damaged goods area.
- ☐ d. Designate and mark a cold storage area.
- ☐ e. Obtain thermometers, cold packs, and insulated containers for delivery of temperature-sensitive items.
- ☐ f. Ensure that storage refrigeration units are pre-chilled to the proper holding temperature.
- ☐ g. Create a temperature monitoring log book to record the temperature of items.
- ☐ h. Designate a secure storage area with locks or barriers for high dollar value items.
- ☐ i. Establish and mark an area for MHE and their power sources.

☐ 6. Lay out and set up a *staging area* near the loading dock.

- ☐ a. Obtain shrink-wrap, tape, pallets, and boxes for packing shipments.
- ☐ b. Create a distribution log book to record pickup and delivery.

☐ 7. Lay out and set up a *desk/office area.*

- ☐ a. Obtain office supplies and equipment, including a desk, chairs, in/out boxes, computer, printer, copier, and fax machine.
- ☐ b. Test information technology equipment and have backup equipment on hand.
- ☐ c. Prepare the inventory management system to receive and manage data.

☐ 8. Designate and mark *staff areas*, including restrooms, a secure storage area for personal items, and a lunch/break area.

Conduct Warehouse Activities Checklist

Receive material — *Receiving and Distribution Manager*

☐ 1. Inspect the truck's CBL and seal.

☐ 2. Offload the containers to the receiving area.

☐ 3. Verify container quantity and inspect the outside of the container for damage.

☐ 4. Accept the shipment and sign the CBL, noting discrepancies.

☐ 5. If temperature-sensitive items are included in the shipment, inventory and record the temperature of temperature-sensitive items immediately.

☐ 6. Inventory the shipment contents and record quantities.

☐ 7. If required, collect vaccine samples and ship to designated location.

Store material ***Receiving and Distribution Manager***

☐ 1. Move temperature-sensitive items to the cold storage (vaccine) or controlled room temperature areas (antivirals).

☐ 2. Monitor and record the temperature of temperature-sensitive items at designated time intervals.

☐ 3. Move containers to designated warehouse locations.

☐ 4. Move damaged goods to the damaged goods location.

☐ 5. Note the quantity and storage location on the packing slips and turn one copy into the IM.

Inventory Manager

☐ 6. Enter the quantity, warehouse location, and any discrepancies into the inventory management system.

☐ 7. Consult with the NVS MLT or DMT for damage and discrepancies, if needed.

Pick material ***Inventory Manager***

☐ 1. Enter order information into the inventory management system.

☐ 2. Identify the location of ordered items and create pick sheets.

Receiving and Distribution Manager

☐ 3. Pick items using a pick sheet.

☐ 4. Delay picking temperature-sensitive items until immediately before distribution.

☐ 5. Record the quantity picked and any discrepancies on the pick sheet.

☐ 6. Resolve discrepancies with the IM, NVS MLT, or DMT.

Inventory Manager

☐ 7. Note discrepancies in the inventory management system, as needed.

Stage material ***Receiving and Distribution Manager***

☐ 1. Move items with the attached pick sheets to the staging area.

☐ 2. Quality control to verify that items and quantities are correct.

☐ 3. Build and secure the container.

☐ 4. Give one copy of the pick sheet to the IM.

☐ 5. Affix packing slip and mark each container.

☐ 6. Resolve damage or discrepancies with the IM, NVS MLT, or DMT.

Distribute material — *Supply Unit Leader*

☐ 1. Coordinate deliveries with ground support unit and communication unit dispatcher *or* responder pickup with the operations section.

☐ 2. Confirm the delivery location with the driver.

Receiving and Distribution Manager

☐ 3. Pick temperature-sensitive items, cold packs, and thermometers, if required.

☐ 4. Compare the packing slip items and quantities with the shipment to validate the order is going to the correct location.

☐ 5. Give the packing slip to the driver.

☐ 6. Load containers.

☐ 7. Lock or seal the truck, if required.

☐ 8. Record the distribution in the distribution log.

Order material — *Ordering Manager*

☐ 1. Establish order triggers as reminders of when ordering is needed.

☐ 2. Complete documentation to order supplies, equipment, and services.

☐ 3. Coordinate with the procurement unit leader on purchasing.

☐ 4. Track price of resources and coordinate with cost unit leader.

☐ 4. Record all open orders in the inventory management system.

☐ 5. Close out due-in and back orders in the inventory management system as material is received.

Terminate Warehouse Activities Checklist

Recover and Return NVS supplies — *Supply Unit Leader*

☐ 1. Obtain a list of NVS items to recover from the IM.

☐ 2. Coordinate with the operations section to ensure decontamination of items before their return.

☐ 3. Arrange with the ground support unit to transport recoverable items from the field to the warehouse.

☐ 4. Arrange with the NVS MLT or DMT for transportation pickup.

Deactivate warehouse and return equipment — *Supply Unit Leader*

- ☐ 1. Clean the warehouse.
- ☐ 2. Return rented and leased equipment and supplies.
- ☐ 3. Return owned equipment and supplies to permanent storage locations.
- ☐ 4. Conduct facility walk through/inspection with the facilities unit leader and the warehouse facility liaison.
- ☐ 5. Return the facility back to its owner.

Demobilize personnel — *Supply Unit Leader*

- ☐ 1. Gather final paperwork from all staff members.
- ☐ 2. Debrief the staff and obtain after action report input.
- ☐ 3. Ask staff members to remove all personal items from the warehouse.
- ☐ 4. Dismiss staff members to check out at the plans section.

Finalize administrative paperwork — *Supply Unit Leader*

- ☐ 1. Submit all financial documents to finance/administration section.
- ☐ 2. Submit the after action report of warehouse activities to the LSC.

Appendix H. NVS Facility Checklist – Expanded

What is the purpose of this Checklist?

The purpose of this checklist is to provide guidelines on identifying proper sites for NVS Receipt, Storage and Staging. This checklist covers:

a. Guidelines for identifying acceptable characteristics of potential NVS sites.
b. How to fill out the NVS checklist and provide accurate and adequate information on a potential NVS site.

What document governs site selection?

National Veterinary Stockpile Planning Guide for Federal, State, Local Authorities
Version 2 - June 2009

Who is responsible for filling out information on the checklist?

Depending on the scale of the incident, this duty may be assigned by the Incident Commander or Logistics Chief in response to a Foreign and Emerging Animal Disease emergency. This checklist should be filled out as completely as possible prior to a site visit.

Each of the areas must be carefully considered, but the selected NVS site may not contain all the suggested characteristics. This does not necessarily mean that the NVS site is disqualified. Most of the characteristics are self-explanatory but some are considered as a high priority and are described below with some recommendations

Project Area _____ Date _____

NVS Facility Checklist

Facility Name:	
Street Address:	
City:	

Site's Physical Characteristics:

(Site characteristics should include information on who owns the building. If the facility is owned by a private company or is a state or

Contact Person(s) Facility

Business Hours

Primary:

Name:
Work Phone:
Cell:
Pager:
Email:

Alternate:

Name:
Work Phone:
Cell:
Pager:
Email:

Emergency Contact

24/7 (After Hours)

Primary:

Name:
Work Phone:
Cell:
Pager:

Alternate:

Name:
Work Phone:
Cell:
Pager:

Location		
Is facility close to affected animal populations and the Incident Command Post (if activated)?	☐Yes	☐No
Does the facility have multiple access routes? *If so identify the major roads by name/number.*_____	☐Yes	☐No
Is there convenient access to more than one major road or highway from the NVS site including access from any distribution or dispensing sites? *(Since trucks will likely be the primary means of transportation, NVS facilities' should have clear unrestricted access to major highways and roadways.)* 1st street name_____ 2nd street name_____	☐Yes	☐No
Briefly describe the primary approach to the facility's entrance.		
Briefly describe the secondary approaches to the facility's main entrance.		
Can all approaches to the site be blocked off if necessary?	☐Yes	☐No
Are roadways well lit for nighttime operations?	☐Yes	☐No
Is the facility located near a major airport?	☐Yes	☐No

Identify airport by name._____ Provide the approximate miles and provide a strip map with route information to and from the NVS site. miles *(The law enforcement agency should provide the best route into the facility.)*		
Is the facility accessible in all weather conditions (If NVS accessibility is restricted due to weather an alternate must be identified)	☐Yes	☐No
Availability on short notice: Can the site be available within 12-24 hours?	☐Yes	☐No
Operating Hours: Can the site be open for 24-hours per day for several days and maybe longer?	☐Yes	☐No
Building Size/Spacing		
Can the goods regularly processed in warehouse be moved or otherwise accommodate NVS shipments?	☐Yes	☐No
Number of square feet available in the largest covered area _____ If additional space is provided what is the square feet _____ *Recommended covered space approximately 10,000 square feet. Shipments arrive on 40 inches wide by 48 inches long pallets. To support receiving, issuing, and staging operations, warehouse aisles should be 8- to 10- feet wide to safely accommodate pallet jacks and forklifts.*		
Number of square feet available in adjacent open space _____ *For large-animal-handling equipment such as squeeze chutes, head gates; large tents; portable storage containers; trailers etc.*		
Does the facility have hard surface floors Briefly describe what type of floor and if it has a load bearing rating.	☐Yes	☐No

Hard surface floors such as concrete are required in the unloading area so containers, pallet jacks, and forklifts can be rolled through smoothly without hitting holes, rocks or door jams.		
Is the facility clean and free from insects, chemical and mechanical hazards? *This includes any petroleum products.*	☐Yes	☐No
Safety		
Does the facility have fire suppression system?	☐Yes	☐No
Does the facility have first aid equipment?	☐Yes	☐No
Receiving/Docking		
Are the loading docks 48” to 50” high?	☐Yes	☐No
Is loading dock hydraulic?	☐Yes	☐No
Are dock levelers or dock plates available? How many Type (self leveling, mechanical, and dock plates)	☐Yes	☐No
Can the driveway to the docks accommodate 53’ trailers with 11’ tractor and include adequate turning radius? *(Approximately 100 feet).*	☐Yes	☐No
Are the dock doors adequate in height? Standard is 100” wide x 14’ high. Can use a minimum height of 8’ What is the height and width of the dock doors?	☐Yes	☐No
Is the floor in receiving and staging area free of holes, door jambs or other obstructions? *Dock area should have at least 600 sq. ft. of obstacle free space for movement of materiel*	☐Yes	☐No

handling equipment in and out of trailers.		
If loading dock(s) are not present can the driveway accommodate a tractor trailer and a have an area to off-load container/materiel (Are mobile ramps and/or forklifts available? How many and types)	☐Yes	☐No
Do the loading docks and receiving area have adequate lighting?	☐Yes	☐No
Material Handling Equipment		
Are forklifts available? Numbers: Types: *Three 3000 – 5000 pound capacity forklifts will be needed to off-load materiel from the vehicles for offloading shipments, staging issues and loading delivery trucks.* *(Note: Forklifts larger then 6000-pound capacities are not efficient and most case the lifting tines will be too wide.)* Back up plan.	☐Yes	☐No
Are pallet jacks available? Numbers: *You should have five or six pallet jacks if you do not have forklifts.* Back up plan	☐Yes	☐No
Dollies/Hand Trucks Numbers: Type	☐Yes	☐No
Are adequate fuel and/or batteries available for forklifts? ***Note:*** *Units that run on propane will require a tank of fuel every 8 to 12 hours. Electric units will require battery replacement every 8 to 12 hours and a charging station.*	☐Yes	☐No

Safety Note: *It is not recommended to operate gasoline-powered forklifts in doors due to the danger of carbon monoxide build up. In addition, individuals must be trained and certified to operate forklifts as required by Occupational Health and Safety Administration (OSHA).* Back up plan for obtaining fuel		
Environmental Controls/Refrigeration		
Heating and Air Conditioning: Does the facility offer a controlled room temperature between 57° F to 86° F (14-30 C) for antiviral medications? Back up plan *If needed, antivirals may be stored at an alternate location, for example they might be secured in the ICP (Incident Command Post). A veterinarian with a valid DEA license may sign for these drugs but then arrangements must be made with a healthcare provider for dispensing to state and federal animal and agriculture field responders as needed.*	☐Yes	☐No
Refrigeration: Does facility offer refrigerated storage temperature between 35° F to 45° F (2-7 C) for vaccines? Back up plan *If needed, vaccines may be stored at an alternate location, for example they might be secured in a refrigerator or reefer truck located at the ICP (Incident Command Post).NVS may also be able to provide portable refrigeration units by request.*	☐Yes	☐No
Security *(If state/local law enforcement has conducted a threat/vulnerability assessment on the facility this can be used to answer questions below. Attach the assessment to the back of this document.)*		
Are there any facilities nearby which might pose a security threat (example: prisons, halfway houses, and chemical refineries)	☐Yes	☐No
Briefly describe any nearby facilities which might pose a security threat to the site.		

Is the site located in a high crime area?	☐Yes	☐No
Briefly, describe what information was used for this determination?		
Are there problems with vehicular traffic congestion in the area?	☐Yes	☐No
Briefly, describe what information was used for this determination?		
Briefly describe the type of neighborhood (i.e. residential, commercial, industrial)		
How close is the nearest police station? What are the police or sheriff facility name and address?		
How close is the nearest fire station?	miles	
How close is the nearest hospital?		
Parking Area		
Is the entry to and exit from parking areas controlled by a guard or other form of security?	☐Yes	☐No

Who provides the security?		
Exterior		
Is the perimeter of the facility's grounds clearly defined by a fence, wall, or other type of physical barrier?	☐Yes	☐No
Briefly describe the barrier and its condition		
Can the gates be locked?	☐Yes	☐No
Lighting		
Is the entire perimeter lighted?	☐Yes	☐No
Are the lights on all night?	☐Yes	☐No
Interior lighting: Does the interior have sufficient lighting to work safely?	☐Yes	☐No
Is there emergency lighting?	☐Yes	☐No
Doors, Windows, and Other Openings		
Is key-control system in effect?	☐Yes	☐No
Who is responsible for the key control system?		
Locked area inside building for controlled substances *(Check with State Pharmacists or Regional DEA rep for requirements)* *(If available new DEA containers will suffice as controlled storage)*		

Utilities		
Is there uninterruptible electrical power?	☐Yes	☐No
Communications		
What communications are available in the facility?		
Telephone (desribe system)	☐Yes	☐No
Radio (desribe system)	☐Yes	☐No
Public Address System (desribe system)	☐ Yes	☐ No
Other (describe system)		
Is there one or more communications system used exclusively for security purposes?		
Amenities *(Located on-site is convenient but not required. But access to facilities nearby is necessary)*	☐Yes	☐No
Bathrooms (male – female) _____	☐Yes	☐No
Will cleaning/janitorial services be provided? If not, describe how these services will be obtained.	☐Yes	☐No

Supplemental Information		
Are packing supplies available? (i.e., shrink wrap, box cutters, empty boxes)	☐Yes	☐No
Will garbage removal be available at the facility? If not describe how garbage will be removed. (packing material, boxes, shrink wrap, etc.)	☐Yes	☐No
Is there sufficient electrical power for sustained operation of a Mobile Refrigeration Unit (MRU)? If not, is a generator and fuel provided? If not, describe how a generator and fuel will be obtained	☐Yes	☐No

Operations Area ***for managers and Aphis NVS Mobile Logistics Team***	☐Yes	☐No
Is there workspace indoors or weather protected?	☐Yes	☐No
Appropriate working space, minimum 3 folding tables and 6 chairs?	☐Yes	☐No
Are working power outlets available?	☐Yes	☐No
Is there a LAN or high-speed internet connection (in office space and warehouse space). *If no internet access, need space outside to set-up fly-away satellite system, setup location must have at least 60 feet with a clear shot to the southwest.)*	☐Yes	☐No
Are there at least 3 analog phone lines. (If not available, what is the facility's capacity to obtain the analog phone lines and how long?) _____ (Identify the location of the phone lines.)	☐Yes	☐No
Identify any potential nearby hotel accommodations for operations staff and MLT members. Name: Address:		

Phone: Fax: Name Address: Phone: Fax:		

Staffing		
Is staff available? *Staffing may be acquired as part of the warehouse lease agreement, or provided separately by a combination of TAHC/USDA personnel and other state support personnel as outlined in the NVS plan. If staffing is available with the warehouse, list numbers of employees and details.* Operating Hours: Can the warehouse and staff operate for 24-hours per day for several days and maybe longer?	☐Yes ☐Yes	☐No ☐No
Availability on short notice: Can staff be available within 12-24 hours?	☐Yes	☐No
Is there an NVS operating guide available for the staff? *This will be provided by TAHC & USDA.*	☐Yes	☐No
Has the staff been trained on the NVS? *If not, the staff may receive just-in-time training by appropriate animal health officials.*	☐Yes	☐No

Participants conducting review of potential NVS site. More can be added to the bottom of the page.

Name: _____

Title _____

Agency: _____

Name: _____

Title: _____

Agency: _____

Name: _____

Title: _____

Agency _____

Proposed follow-up date: _____

(This is the proposed follow-up date to correct any gaps or deficiencies found during the initial review.).

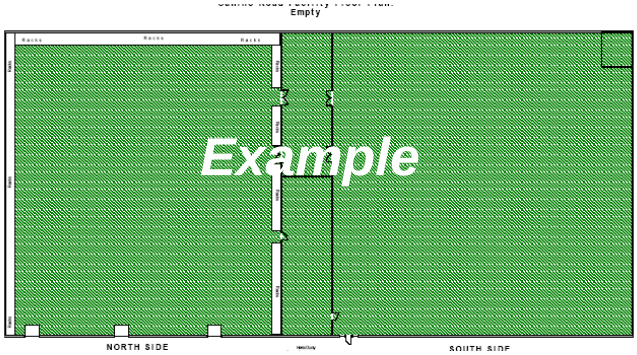
Supplemental Information:

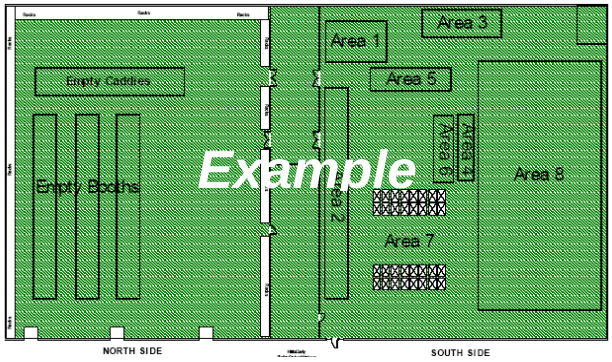
Diagrams and Pictures:

Diagrams and/or plans of the interior layout should be included.

Interior and exterior shots should include warehouse floor, load docks, and parking or other support areas. In addition, the diagram should identify any interior or exterior security posts.

Below is an example of an interior shot of the facility empty and diagram with approximate locations of where NVS shipments would be placed.

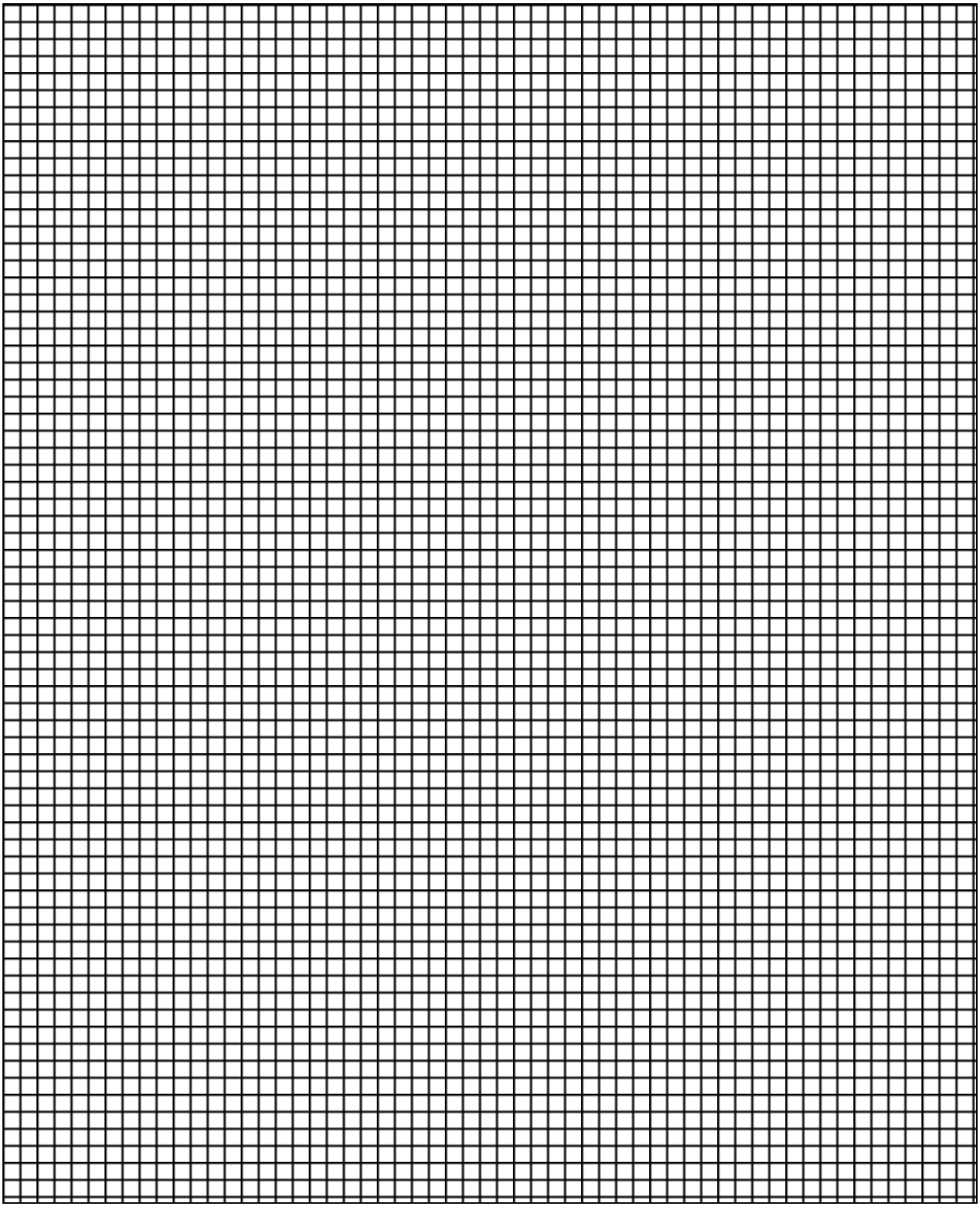




Pictures

Examples:

Interior and Exterior Space:



Appendix I. Abbreviations

3D	depopulation, disposal, and decontamination
AED	automated external defibrillator
APHIS	Animal and Plant Health Inspection Service
ADD	Assistant District Director
BOA	basic ordering agreement
bt	bottle
bx	box
CBL	commercial bill of lading
cc	cubic centimeter
CCC	Commodity Credit Corporation
CDC	Centers for Disease Control and Prevention
CERT	community emergency response team
CFR	Code of Federal Regulations
CO_2	carbon dioxide
COTR	contracting officer's technical representative
cs	case
CST	civil support team
DMT	deployment management team
dz	dozen
ea	each
EOC	emergency operations center
ESF	Emergency Support Function
FAD PReP	Foreign Animal Disease Preparedness and Response Plans
FEMA	Federal Emergency Management Agency
FMD	foot-and-mouth disease
g	gauge
gal	gallon
GIS	geographic information system
GPS	global positioning system
GSU	ground support unit
H5N1	HPAI virus
HPAI	highly pathogenic avian influenza
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	incident action plan
ICP	Incident Command Post
ICS	Incident Command System
IM	inventory manager
IMT	incident management team

ISO	International Organization for Standardization
IUM	issue unit of measure
lb	pound
lg	large
LSC	logistics section chief
MAC	multi-agency coordination
MHE	material-handling equipment
ml	milliliter
MLT	mobile logistics team
MRU	mobile refrigeration unit
NCAHEM	National Center for Animal Health Emergency Management
NGO	non-governmental organization
NiMH	nickel-metal hydride
NVS	National Veterinary Stockpile
ORDM	ordering manager
OSHA	Occupational Safety and Health Administration
PAPR	powered air-purifying respirator
PHS	public health services
pkg	package
POC	point of contact
PPE	personal protective equipment
pr	pair
QC	quality control
RCDM	receiving and distribution manager
RUM	receipt unit of measure
SAHO	State animal health official
SOW	statement of work
SPUL	supply unit leader
TAHC	Texas Animal Health Commission
USA	United States of America
USDA	United States Department of Agriculture
VS	Veterinary Services
WH	warehouse